



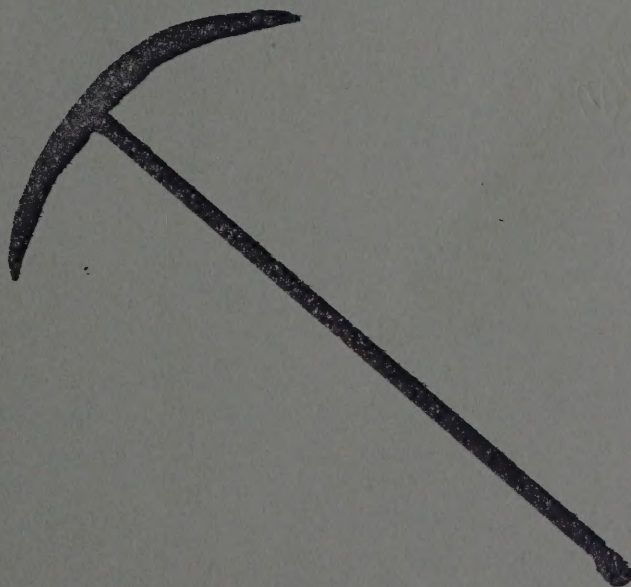
**DRAFT**

# AUTOMATING THE EXCHANGE OF FEDERAL MINERAL LEASING DATA BETWEEN

BLM AND MMS

**SOLIDS**

A STRUCTURED ANALYSIS OF THE  
EXISTING SYSTEM



NOTE: SUBSEQUENT REPORTS WILL DEAL WITH  
THE DEVELOPMENT AND IMPLEMENTATION PHASES.

DEC 15 1987

**DRAFT**



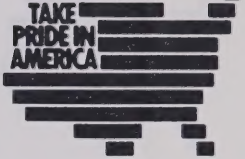




IN REPLY  
REFER TO:

# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
DENVER SERVICE CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
P.O. BOX 25047  
DENVER, COLORADO 80225-0047



3000 (D-101)

December 18, 1987

Instruction Memorandum No. DSC-88- 47  
Expires 09/30/88

To: All State Directors

From: Service Center Director

Subject: Evaluation of the Structured Analysis for the Solid Minerals'  
Portion of the BLM-MMS Data Transfer Study DD 1/22/88

The first step in automating the data transfer between the Bureaus involves analyzing our present methods for processing mineral leases. The BLM-MMS Minerals Liaison Team has produced a structured analysis of several of your solid and fluid mineral functions. The fluid minerals portion of the analysis was given to your representative at the last ALMRS meeting, September 23, 1987, for their evaluation and recommendations. The Liaison Team has subsequently completed the solid minerals portion of the analysis. I am asking for your evaluation and comments on this solid minerals analysis which is attached.

Your comments should be addressed to: BLM/MMS Minerals Liaison Team, P.O. Box 25165, M.S. 629, Denver, CO 80225, and should be received by January 22, 1988.

Should you have any questions please contact Jeff Jung at FTS 326-3450.

*Bob Moore*

1 Attachment

1 - Draft Solid Minerals Analysis (330 pages)

Distribution

WO (755), MIB, Room 2454 - 1  
WO (500), MIB, Room 5640 - 1  
WO (500), MIB, Room 5647 - 1  
D-553A - 1





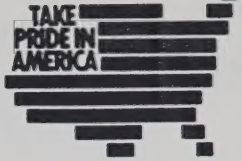




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
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This chapter describes the current physical processes performed on information sent to MMS by BLM state offices. For each process, a set of data flow diagrams and input-process-output (IPO) charts are presented.

The data flow diagrams use the following symbols:

 = Data storage - A file, computer database, or other place where information/documents are stored.

 = Data flow - Information in transit or not being acted on.

 = An external agent or organization - An entity outside the area of the study.

 = Process - An activity or function that transforms input data into output data.

\* = Repeated symbol - The same symbol appears more than once on the same data flow diagram.

# DETAILED DATA FLOW AND INTER-PROCESS

252

This chapter describes the current functional processes and procedures for the system.

sent to the system by the data collector. For each process, a set of data is

collected and the data is then processed. The data is then processed and the results are

presented to the user. The data is then processed and the results are

The data flow diagram is the following:

252

Data storage - A file, database, or other

252

Data flow - Information is transferred from one entity to another

252

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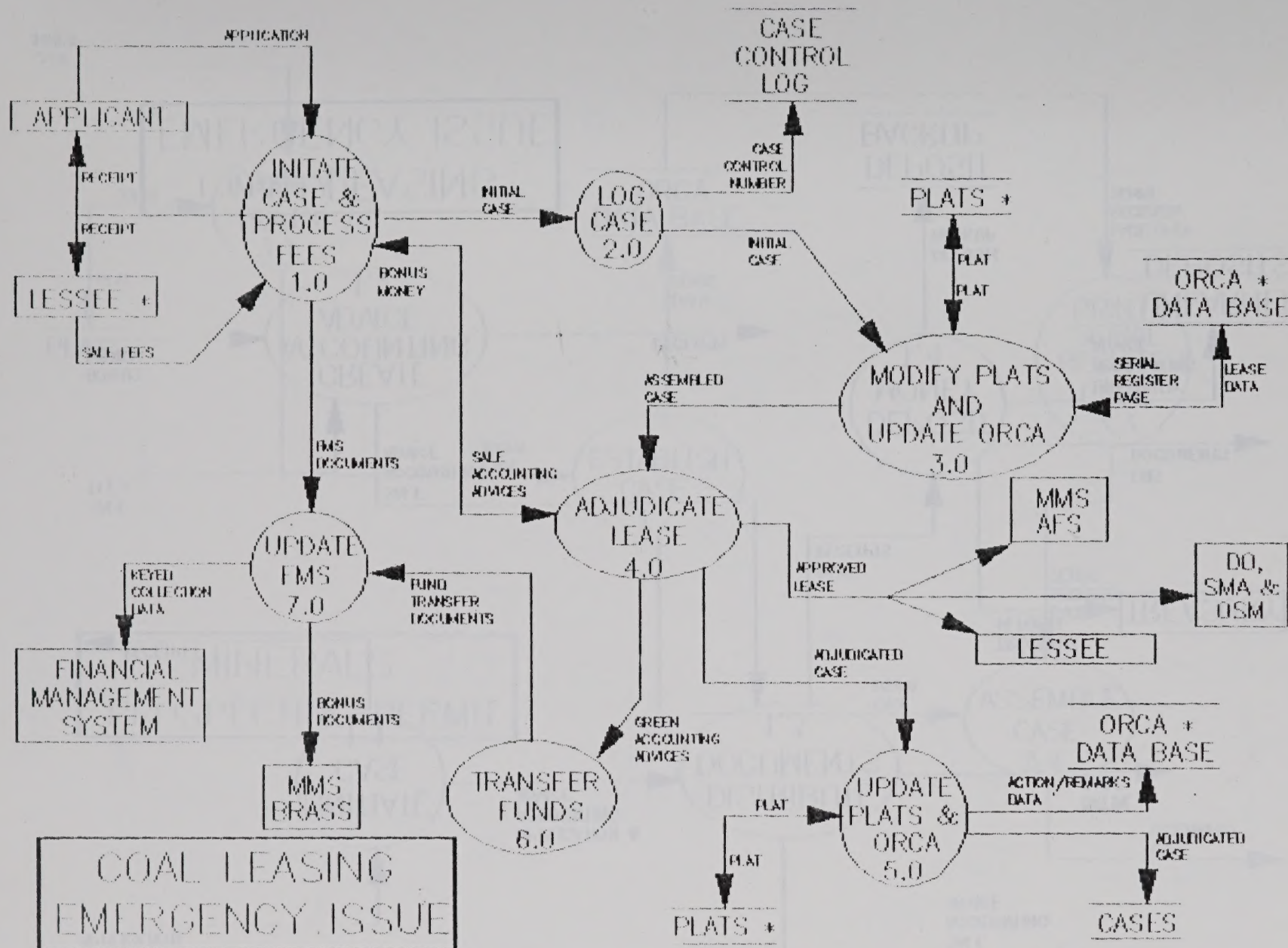
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APPLICATION

INITIATE  
CASE  
1.1

APPLICATION &  
ACCOUNTING  
ADVICE

DISTRIBUTE  
DOCUMENTS  
1.3

SALE  
ACCOUNTING  
ADVICE

INITIAL  
CASE

RECEIPT

SALE  
FILES

SALE  
ACCOUNTING  
ADVICE

CREATE  
ACCOUNTING  
ADVICE  
1.2

BONUS  
MONEY

RECEIPTS

DAYS  
RECEIPTS

TREASURY  
DEPOSIT

TREASURY

FMS  
DOCUMENTS

DEPOSIT  
MONEY  
1.4

UNEARNED  
ACCOUNTING  
ADVICE

UNEARNED  
DEPOSITS

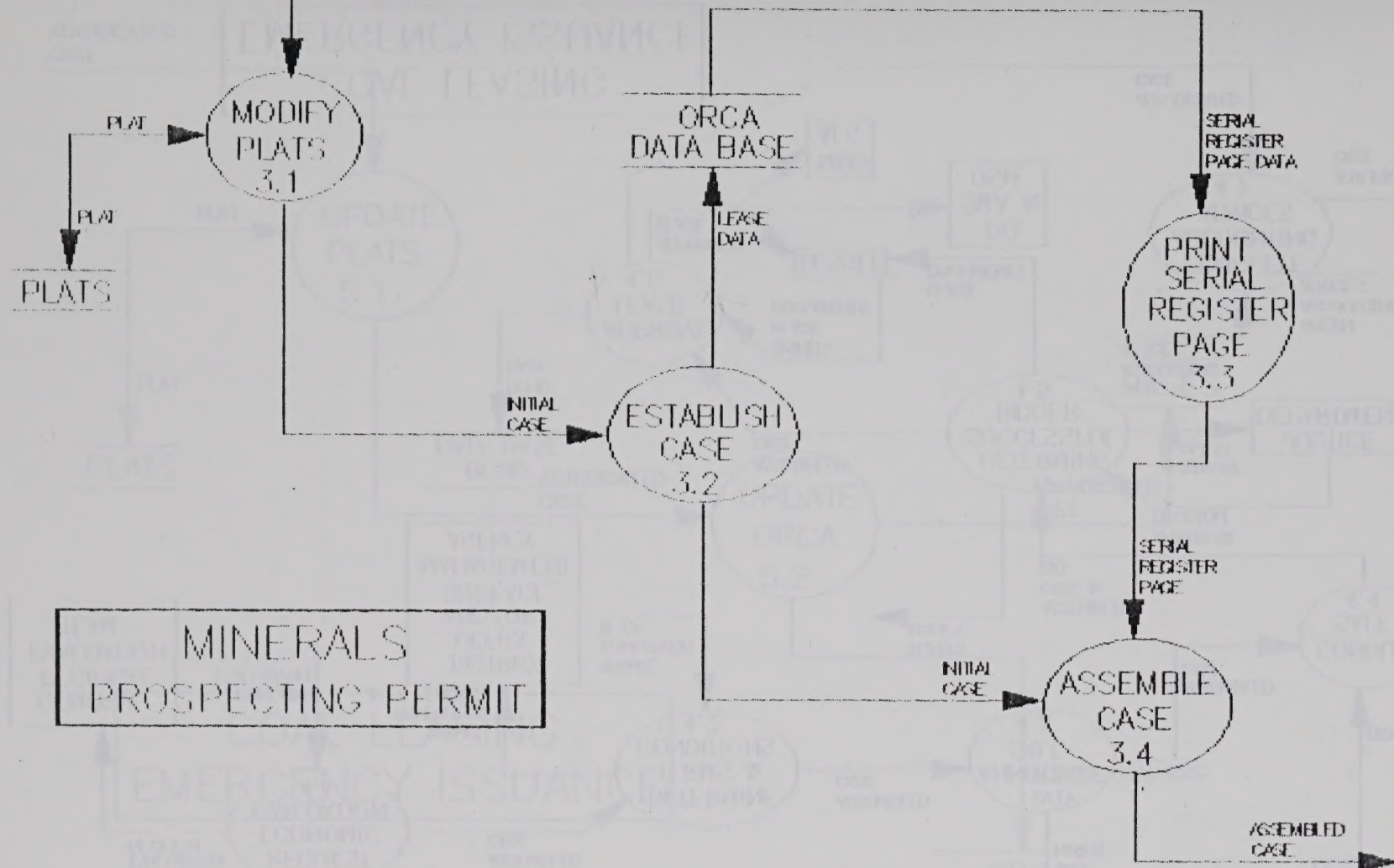
DEPOSIT  
BACKUP

COAL LEASING  
EMERGENCY ISSUE

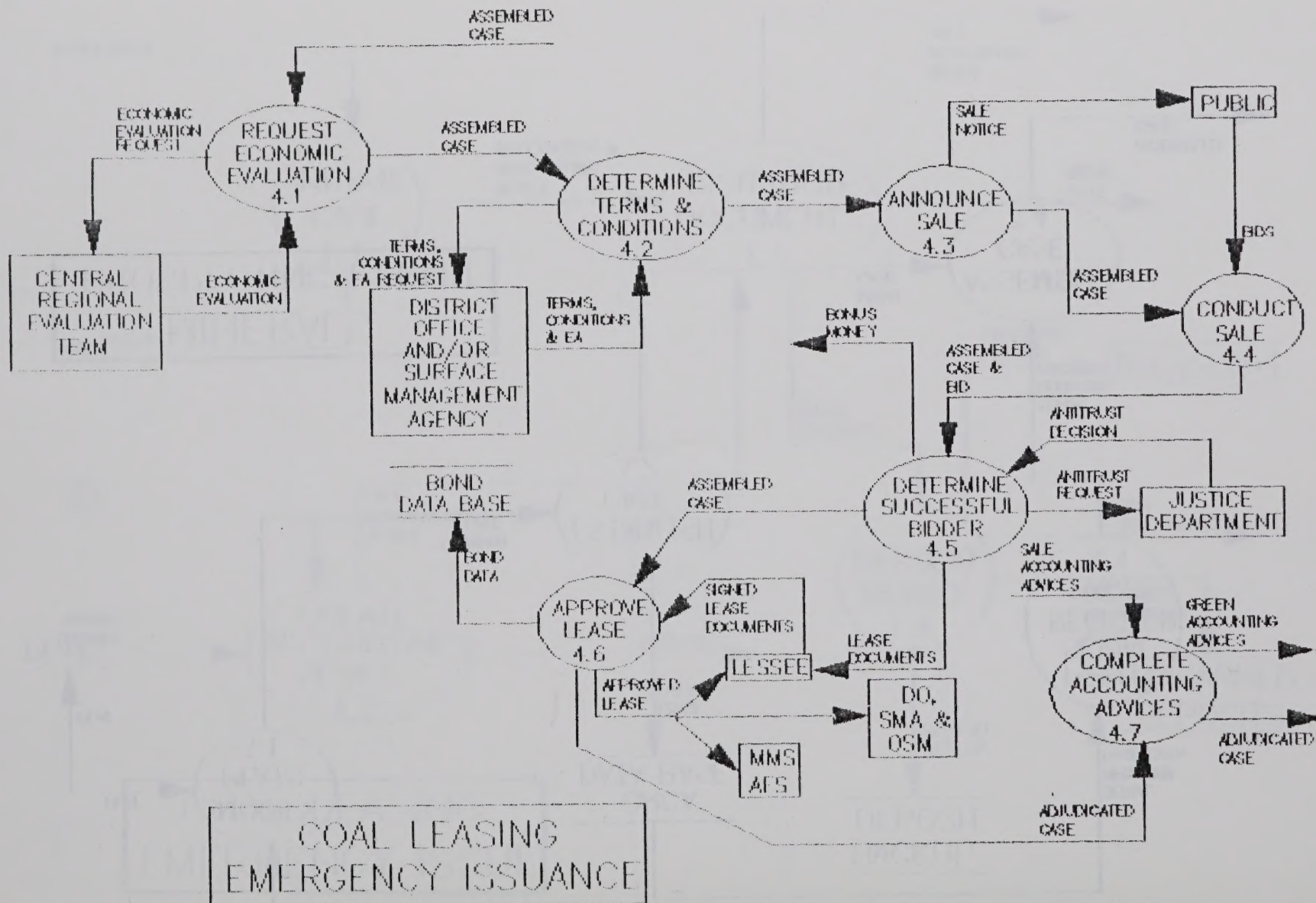
DEPOSIT  
BACKUP



INITIAL  
CASE



MINERALS  
PROSPECTING PERMIT





ADJUDICATED  
CASE

PLAT

UPDATE  
PLATS  
5.1

PLAT

PLATS

ADJUDICATED  
CASE

UPDATE  
ORCA  
5.2

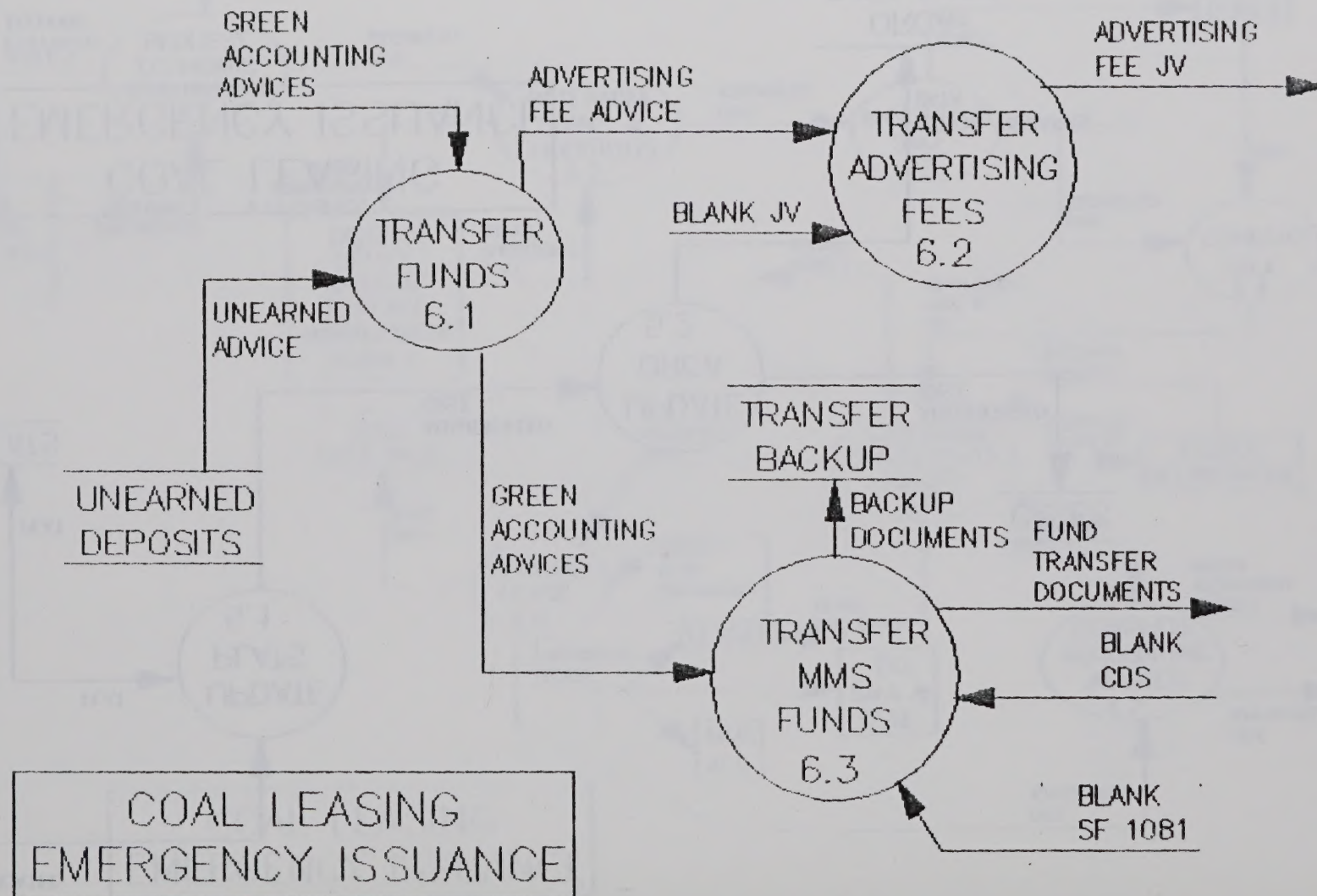
ADJUDICATED  
CASE

CASES

COAL LEASING  
EMERGENCY ISSUANCE

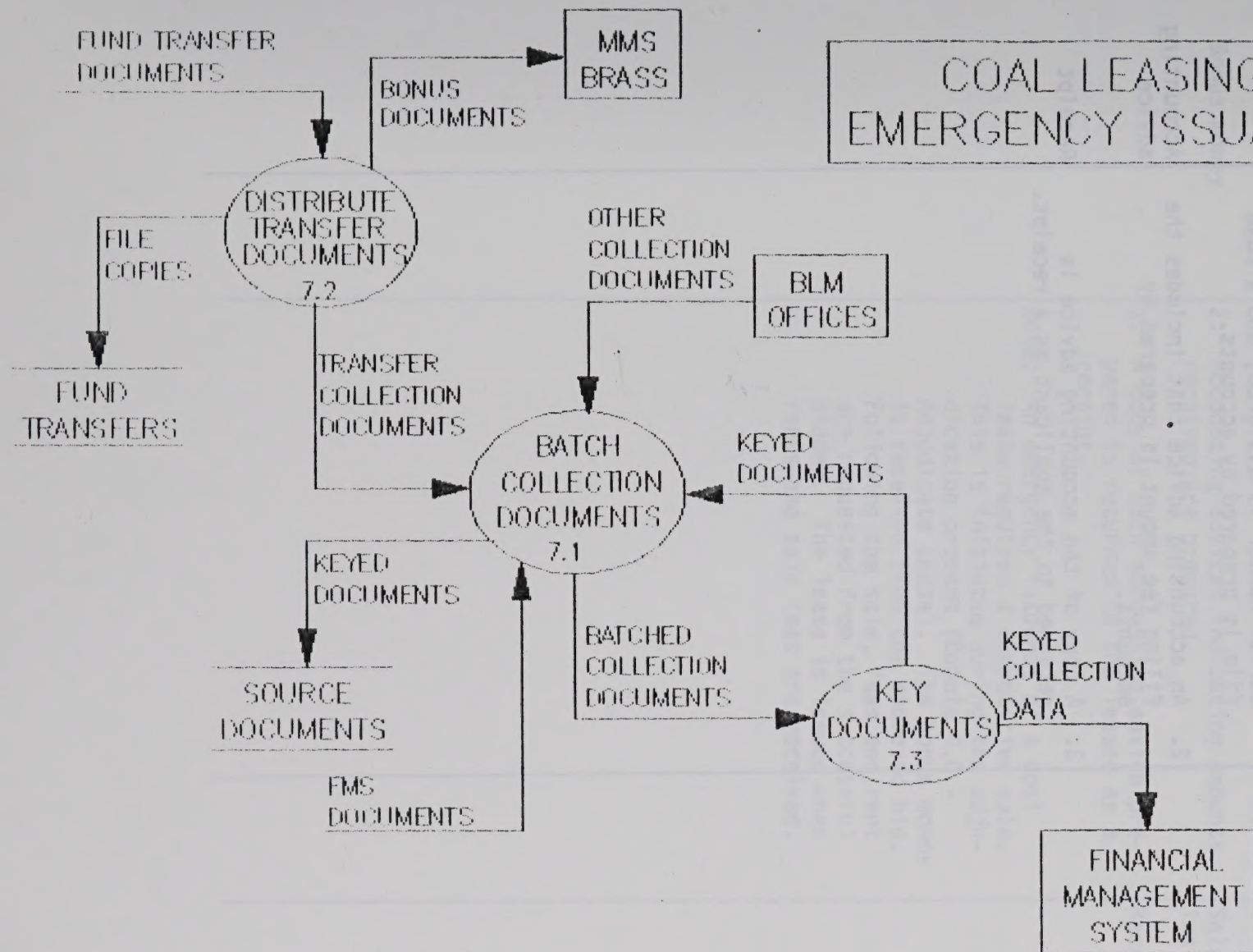
ACTION/REMARKS  
DATA

ORCA  
DATA BASE





# COAL LEASING EMERGENCY ISSUANCE



State Office  
Bubble 1.1 - Initiate Case

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Application	<ol style="list-style-type: none"> <li data-bbox="501 348 1164 451">1. The application is time stamped, a serial number is assigned, and a case file is prepared by accounts.</li> <li data-bbox="501 478 1179 582">2. An accounting advice that includes the filing fee amount is prepared by accounts.</li> <li data-bbox="501 609 1194 675">3. A copy of the accounting advice is returned to the applicant as a receipt.</li> </ol>	<p data-bbox="1218 348 1411 389">Application</p> <p data-bbox="1218 478 1391 544">Accounting advice</p> <p data-bbox="1218 609 1343 650">Receipt</p>



INPUT	PROCESS	OUTPUT
Sale fees	1. Accounts receives the sales fees and bonus money from the approved lessee.	
Bonus money	2. Accounting advices indicating amounts received are prepared.	Sale account- ing advices
	3. A copy of each accounting advice prepared is returned to the lessee as a receipt.	Receipts
	<p>Note: An emergency issuance of a coal lease requires a competitive sale. This is initiated during the adjudication process (Bubble 4.0 - Adjudicate Lease). The bonus money is received from the approved bid. Following the sale, fees and rent are requested from the successful bidder. The lease is issued when rents and sale fees are received.</p>	

State Office  
Bubble 1.3 - Distribute Documents

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Application and accounting advice	1. The green and gold copies of the accounting advice are placed in the case file.	
	2. The case file is sent to Docket.	Initial case
Sale accounting advices	3. The green and gold copies of the sale accounting advices are sent to the adjudicator processing the case.	Sale accounting advices
	4. Money received and the remaining copies of the accounting advices are sent to Accounts.	Day's receipts



INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> <li>6. The white copy of the accounting advice is filed in an unearned deposit notebook.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p> <p>Unearned accounting advice</p>

INPUT	PROCESS	OUTPUT
Initial case	<ol style="list-style-type: none"> <li>1. The case number is entered into the case control log.</li> <li>2. The case is "charged out" to Records.</li> </ol>	<p>Case control number</p> <p>Initial case</p>



INPUT	PROCESS	OUTPUT
Plat	1. The plat pertaining to the application is obtained from the plat book and is updated and reproduced.	
Initial case	2. Copies of the updated plat are placed in the case file.	Initial case
	3. The original plat is refiled in the plat books.	Plat

INPUT	PROCESS	OUTPUT
Initial case	1. Data from the accounting advice, case folder, and lease application are used to establish a new case in the ORCA (Online Recordation Case Access) data base.	Lease data  Initial case



## Bubble 3.3 - Print Serial Register Page (SRP)

INPUT	PROCESS	OUTPUT
Serial register page data	1. A copy of the Serial Register Page is printed and data is verified against the lease application and accounting advice.	Serial register page

INPUT	PROCESS	OUTPUT
Initial case  Serial register page	1. The case file is assembled and sent to adjudication through Docket.	Assembled case



State Office  
Bubble 4.1 - Request Economic Evaluation

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Assembled case	1. An economic evaluation pertaining to the lease application is requested from the Central Regional Evaluation Team.	Economic evaluation request
Economic evaluation	2. The regional evaluation team provides the adjudicator with an economic evaluation of the coal that can be recovered.	Assembled case

State Office  
Bubble 4.2 - Determine Terms and Conditions

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Assembled case	1. The terms and conditions and an environmental assessment (EA) relating to the lease application are requested from the BLM district office and, if required, from other interested surface management agencies.	Terms, conditions, and EA request
Terms, conditions, and EA	2. The terms, conditions, and EA are reviewed by the adjudicator, who recommends an emergency criteria determination.	
	3. A competitive sale is prepared, if all land and related administrative information is valid.	Assembled case



INPUT	PROCESS	OUTPUT
Assembled case	<ol style="list-style-type: none"> <li data-bbox="408 331 1105 404">1. A sale date is established by the adjudicator.</li> <li data-bbox="408 424 1105 569">2. Sale information is published in the Federal Register and in the local newspaper(s). It is also posted in the State Office Public Room.</li> <li data-bbox="408 590 1105 631">3. The case file is held for the sale.</li> </ol>	<p data-bbox="1135 435 1313 476">Sale notice</p> <p data-bbox="1135 600 1283 663">Assembled case</p>

INPUT	PROCESS	OUTPUT
Assembled case	1. Bids containing a bonus amount are received up to 1 hour preceding the sale.	
Bids	2. Bids are opened, amounts announced, and an apparent successful bidder determined.	
	3. A sales panel meets, reviews the bid information, and prepares a bid acceptance recommendation for the State Director.	Assembled case and bid



State Office  
Bubble 4.5 - Determine Successful Bidder

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Assembled case & bid	<ol style="list-style-type: none"> <li>1. The State Director decides if the bid is acceptable.</li> <li>2. For the accepted bid the adjudicator: <ol style="list-style-type: none"> <li>a. Notifies the Department of Justice.</li> <li>b. Prepares decision documents that include rental rates, advertising fees due BLM, terms, conditions, and bonding requirements.</li> <li>c. Sends the bonus money to accounts.</li> </ol> </li> </ol>	<p>Antitrust request</p> <p>Bonus money</p>
Antitrust decision	<ol style="list-style-type: none"> <li>3. The antitrust decision is received from the Department of Justice. If there are no violations, the lease and its associated documents are sent to the lessee for signature.</li> <li>4. The case file is held pending receipt of the signed lease.</li> </ol>	<p>Lease documents</p> <p>Assembled case</p>

INPUT	PROCESS	OUTPUT
Assembled case	1. The signed lease is reviewed for corrections and completeness. The lease is then issued.	
Signed lease documents	2. Copies of the approved lease are sent to the lessee, BLM district office, surface management agency, office of surface mining, and MMS-AFS.	Approved lease
	3. Bond date is entered into the ALMRS bond data base.	Bond data
	4. The adjudicated case file is prepared for return to docket.	Adjudicated case

State Office  
Bubble 4.7 - Complete Accounting Advices

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Adjudicated case  Sale accounting advices	<ol style="list-style-type: none"> <li>1. Based on lease decisions reached, the green and gold copies of the accounting advices are completed by the adjudicator. This includes distribution of funds paid for rental, bonus, filing, bonds, and advertising.</li> <li>2. The gold accounting advice copies are placed in the case file. The file is then sent to Records.</li> <li>3. Each green accounting advice is sent to Accounts.</li> </ol>	<p>Adjudicated case</p> <p>Green accounting advices</p>



State Office  
Bubble 5.1 - Update Plats

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
<p>Adjudicated case</p> <p>Plat</p>	<p>1. The plat is pulled, updated as required, and refiled.</p>	<p>Plat</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	Action/ remarks data  Adjudicated case

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (unearned, advertising, etc.)	Advertising fee advice
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices



State Office  
Bubble 6.2 - Transfer Advertising Fees

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
Advertising fee advice	1. A journal voucher (JV) form is prepared to transfer advertising fees into the appropriate BLM account. The JV is sent to the SC Division of Finance.	Advertising fee JV
Blank JV		

INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Fund transfer documents

Service Center  
Bubble 7.1 - Batch Collection Documents

Coal Leasing - Emergency Issuance

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batch collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents



INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and green accounting advices are sent to MMS.	Bonus documents
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents

Service Center  
Bubble 7.3 - Key Documents

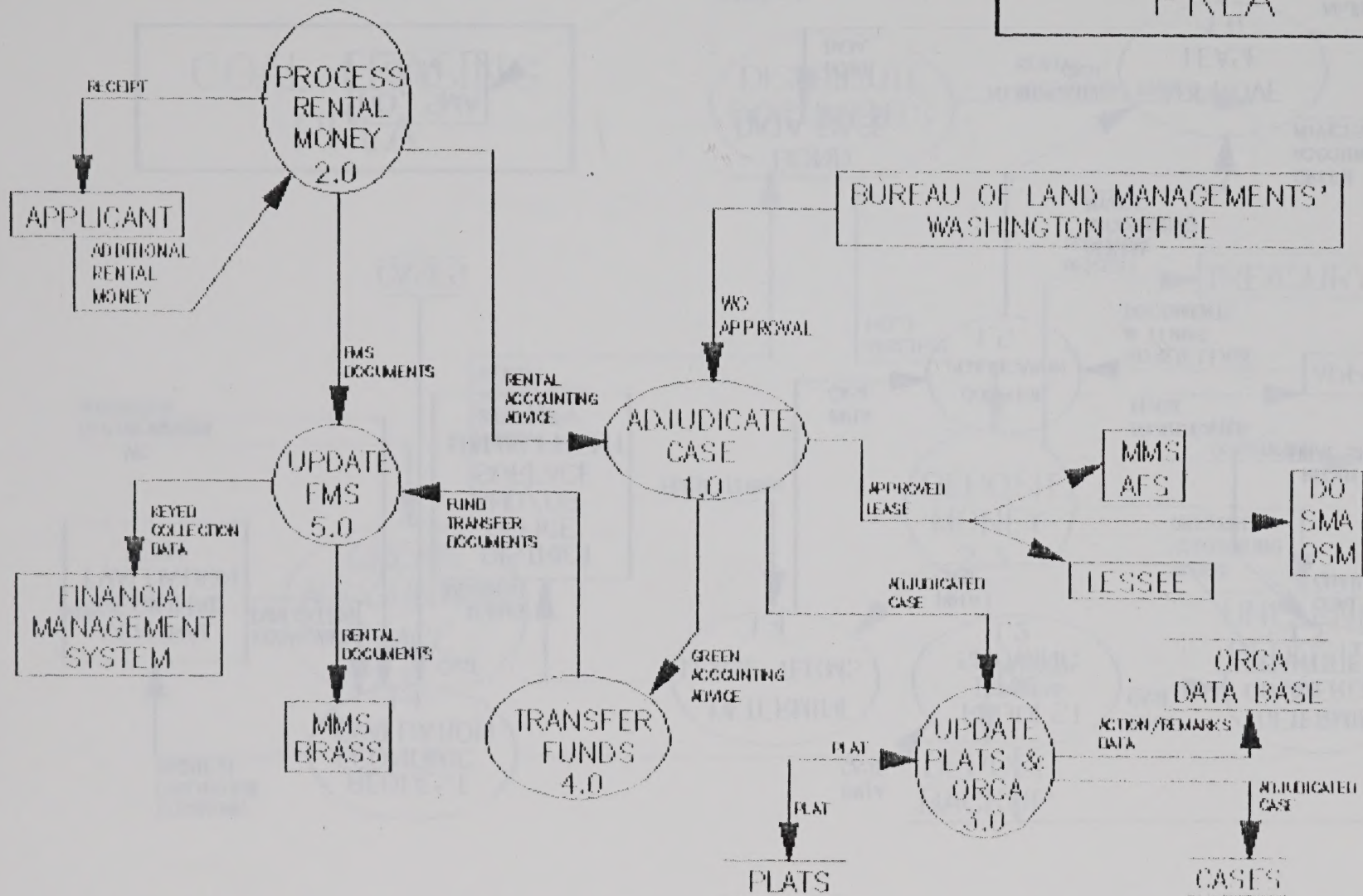
Coal Leasing - Emergency Issuance

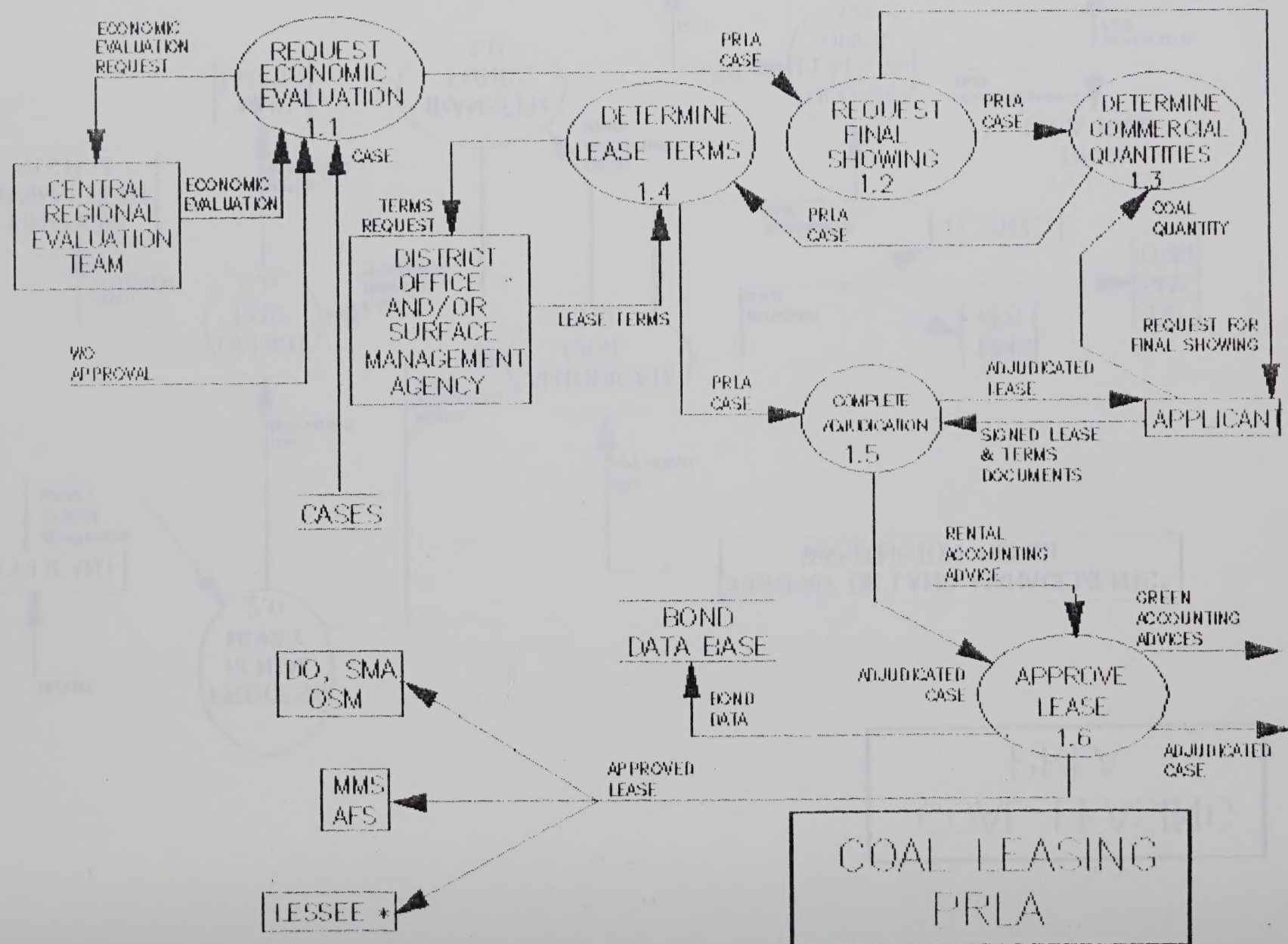
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System (FMS).</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>



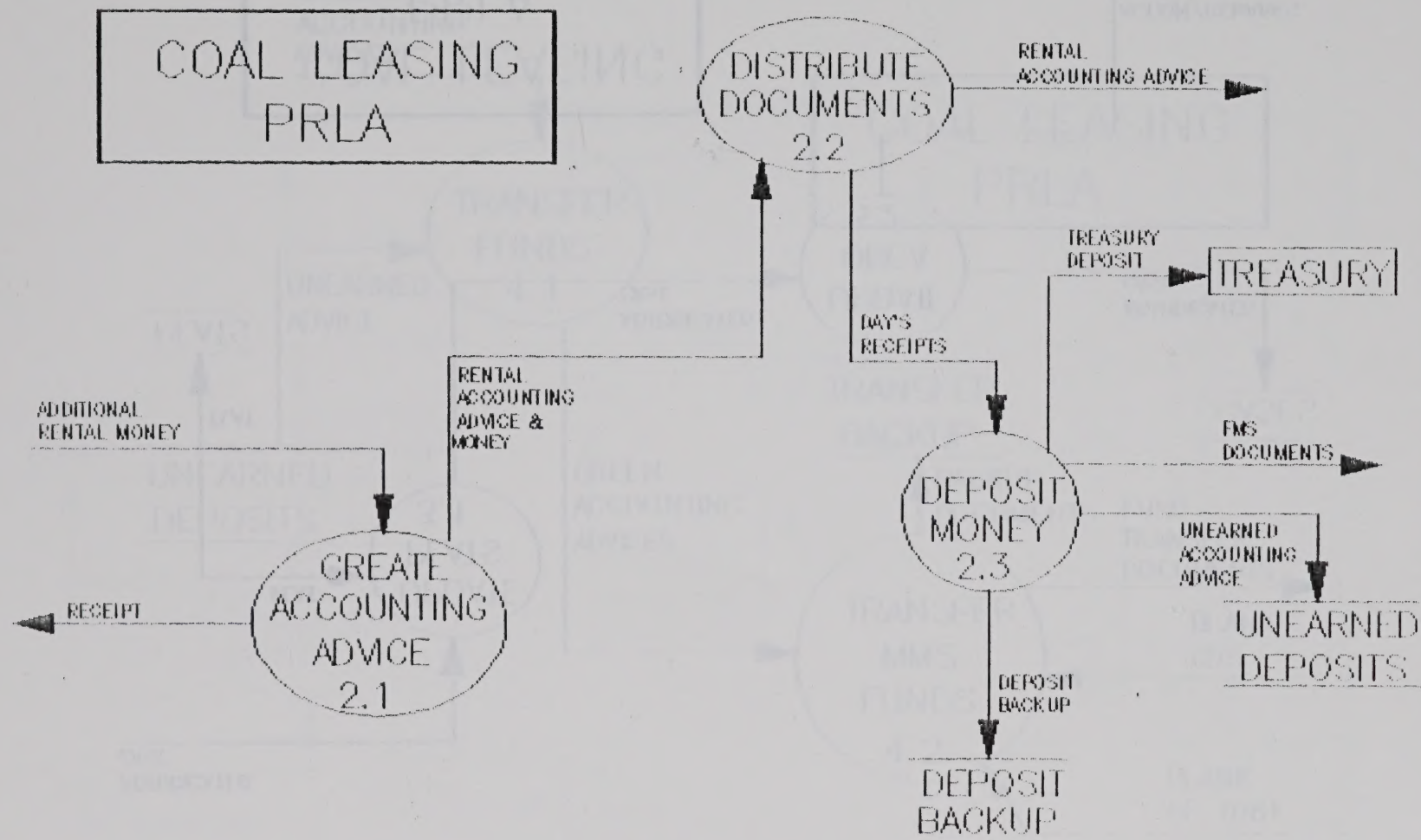


# COAL LEASING PRLA

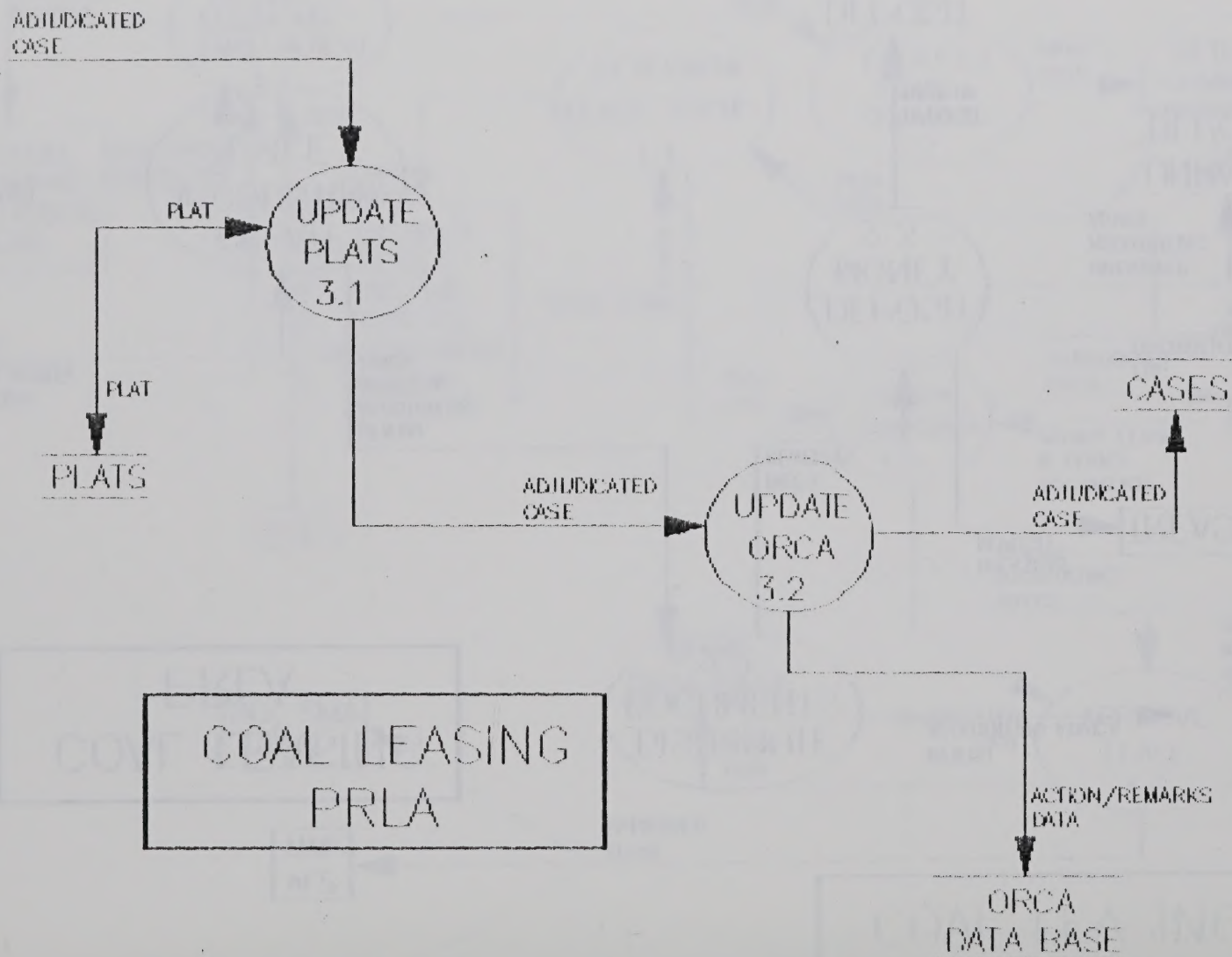


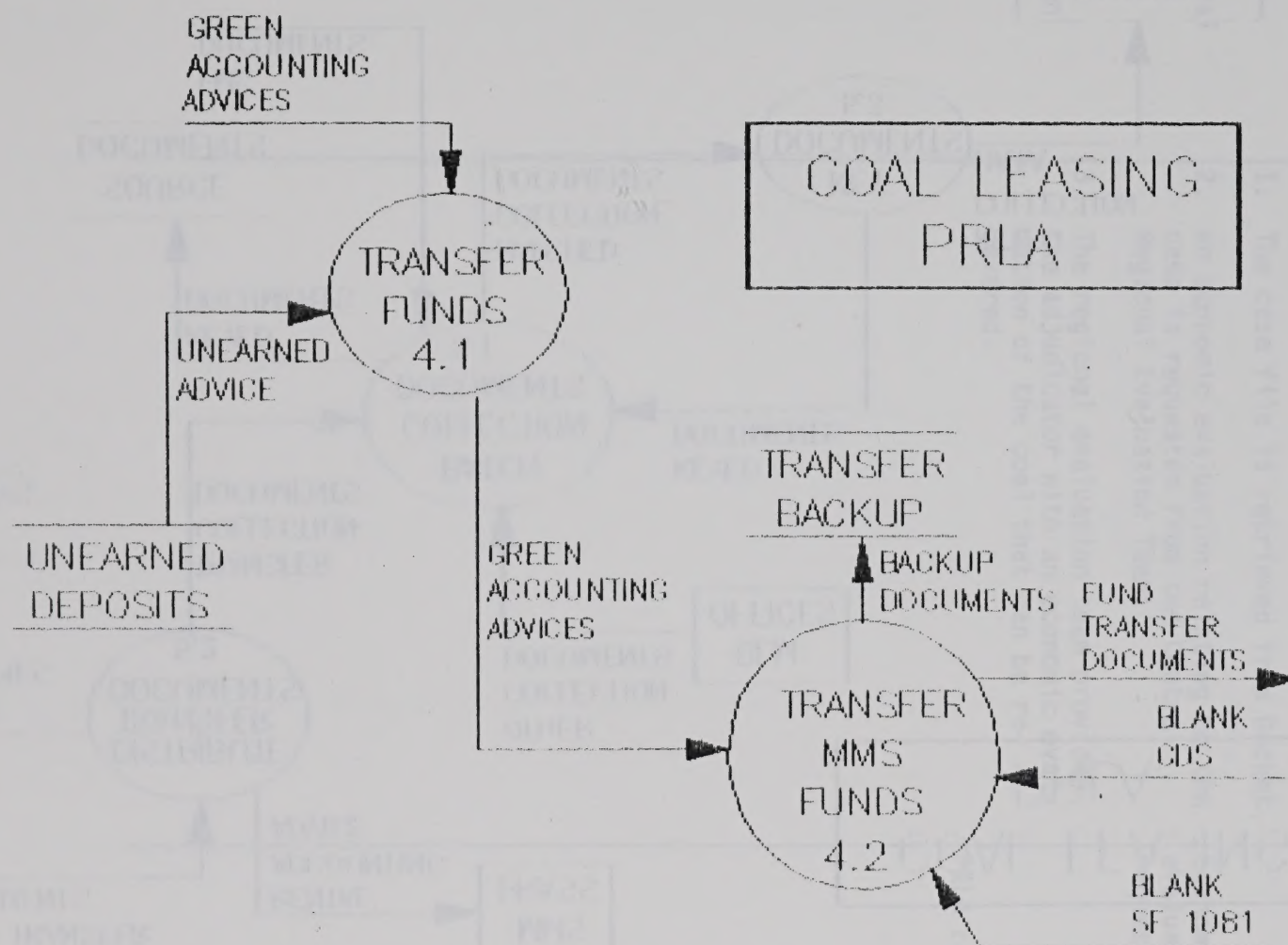


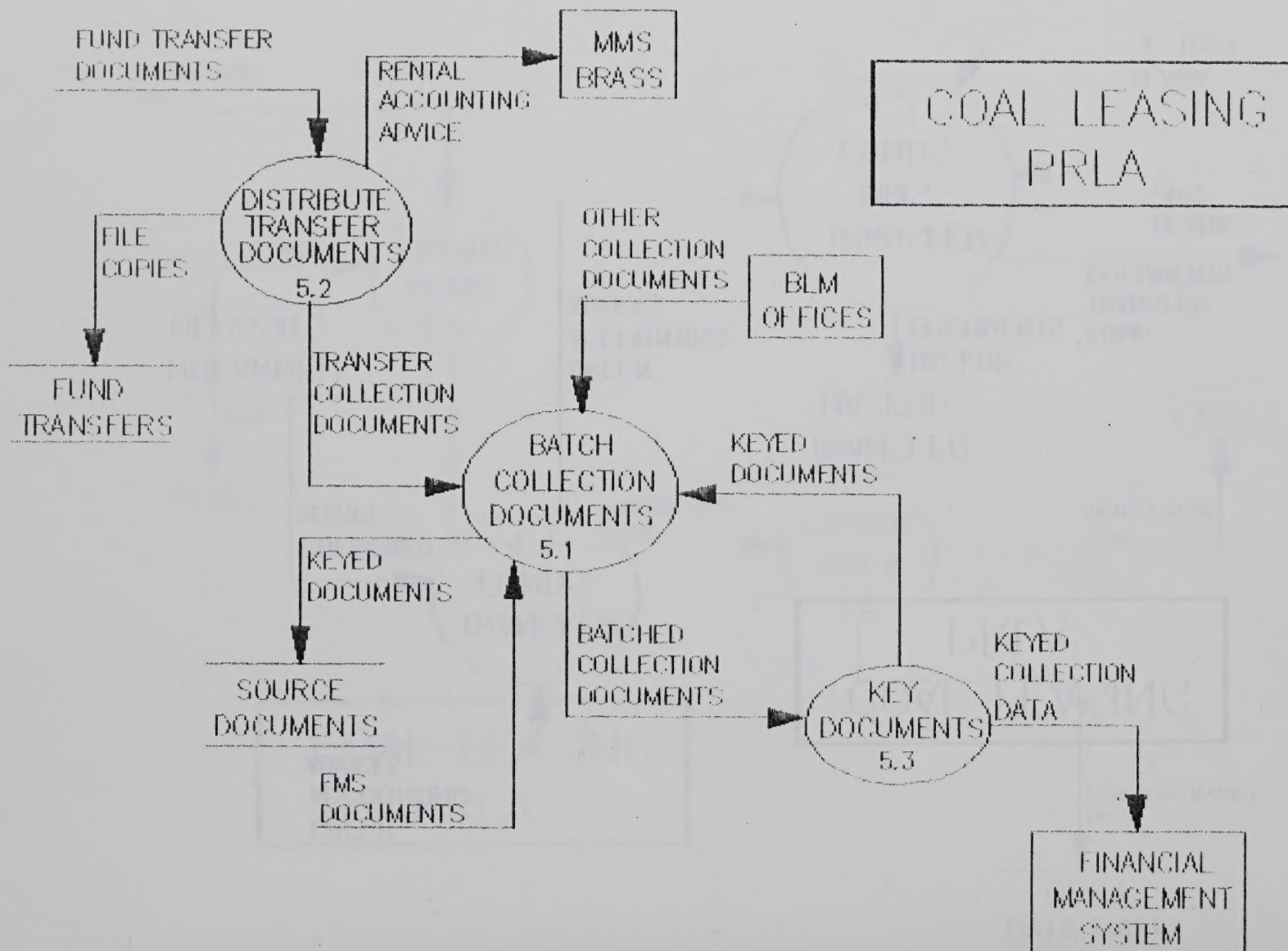














INPUT	PROCESS	OUTPUT
Case	1. The case file is retrieved from Docket.	
WO approval	2. An economic evaluation relating to the case is requested from the Central Regional Evaluation Team.	Economic evaluation request
Economic evaluation	3. The regional evaluation team provides the adjudicator with an economic evaluation of the coal that can be recovered.	PRLA case

INPUT	PROCESS	OUTPUT
PRLA case	1. The proposed lease, terms, stipulations, and environmental impact statement are sent to the lessee along with a request that he provide a brief narrative showing that coal in commercial quantity is available.	Request for final showing  PRLA case

State Office  
Bubble 1.3 - Determine Commercial Quantities

Coal Leasing - PRLA  
(Preference Right  
Lease Application

INPUT	PROCESS	OUTPUT
Coal quantity	1. The lessee provides BLM with information indicating that commercial quantities of coal are within the lease acreage.	
PRLA case	2. BLM verifies data submitted by the lessee and includes it in the case file.	PRLA case



INPUT	PROCESS	OUTPUT
PRLA case	1. The terms and conditions, an environmental impact statement (EIS), and a coal discovery determination relating to the lease application are requested from the BLM district office (DO) and, if required, from other surface management agencies (SMAs).	Terms request
Lease terms	2. The DO and SMAs send the terms, conditions, EIS, and coal discovery determination to the State Office for review by the adjudicator.	
	3. A request for final showing is prepared.	PRLA case

INPUT	PROCESS	OUTPUT
PRLA case	1. The adjudicator completes the lease and sends it, plus the terms, conditions, stipulations, and bonding requirements, to the lessee.	Adjudicated lease
Signed lease and terms documents	2. The lessee signs the lease and returns it to the adjudicator.	Adjudicated case

INPUT	PROCESS	OUTPUT
Rental accounting advice	1. On receipt of an accounting advice indicating rental and bond monies have been paid, the lease is approved.	
Adjudicated case	2. Copies of the approved lease are sent to the lessee, MMS-AFS, BLM district office, interested surface management agencies, and the Office of Surface Mining.	Approved lease
	3. Bond data is entered into the ALMRS bond data base.	Bond data
	4. Based on decisions reached, the green and gold copies of the accounting advices are completed by the adjudicator. This includes distribution of funds paid for rental, filing, and bonds.	
	5. The gold accounting advice copies are placed in the case file. The file is then sent to Records.	Adjudicated case
	6. Each green accounting advice is sent to Accounts.	Green accounting advice



INPUT	PROCESS	OUTPUT
Additional rental money	<ol style="list-style-type: none"> <li>1. Accounts receives any additional rental due.</li> <li>2. An accounting advice indicating the amount of money received is prepared.</li> <li>3. A copy of the accounting advice is returned to the lessee as a receipt.</li> </ol>	<p>Rental accounting advice &amp; money</p> <p>Receipt</p>

INPUT	PROCESS	OUTPUT
Rental accounting advice & money	<ol style="list-style-type: none"> <li>1. The green and gold copies of the rental accounting advice are sent to the adjudicator processing the case.*</li> <li>2. Money received and the remaining copies of the accounting advices are sent to accounts.</li> </ol> <p>* Additional rental may be required. This money must be received by BLM before the lease can be approved and issued.</p>	<p>Rental accounting advice</p> <p>Day's receipts</p>

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> <li>6. The white copy of the accounting advice is filed in an unearned deposit notebook.</li> </ol>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p> <p>Unearned accounting advice</p>



INPUT	PROCESS	OUTPUT
Adjudicated case	1. The plat is pulled, updated as required, and refiled.	Plat
Plat		Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> <li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li> <li>2. The adjudicated case is sent to Docket and filed.</li> </ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (rental and bond).	
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices



INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Fund transfer documents

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center  
Bubble 5.2 - Distribute Transfer Documents

Coal Leasing - PRLA  
(Preference Right Lease  
Application)

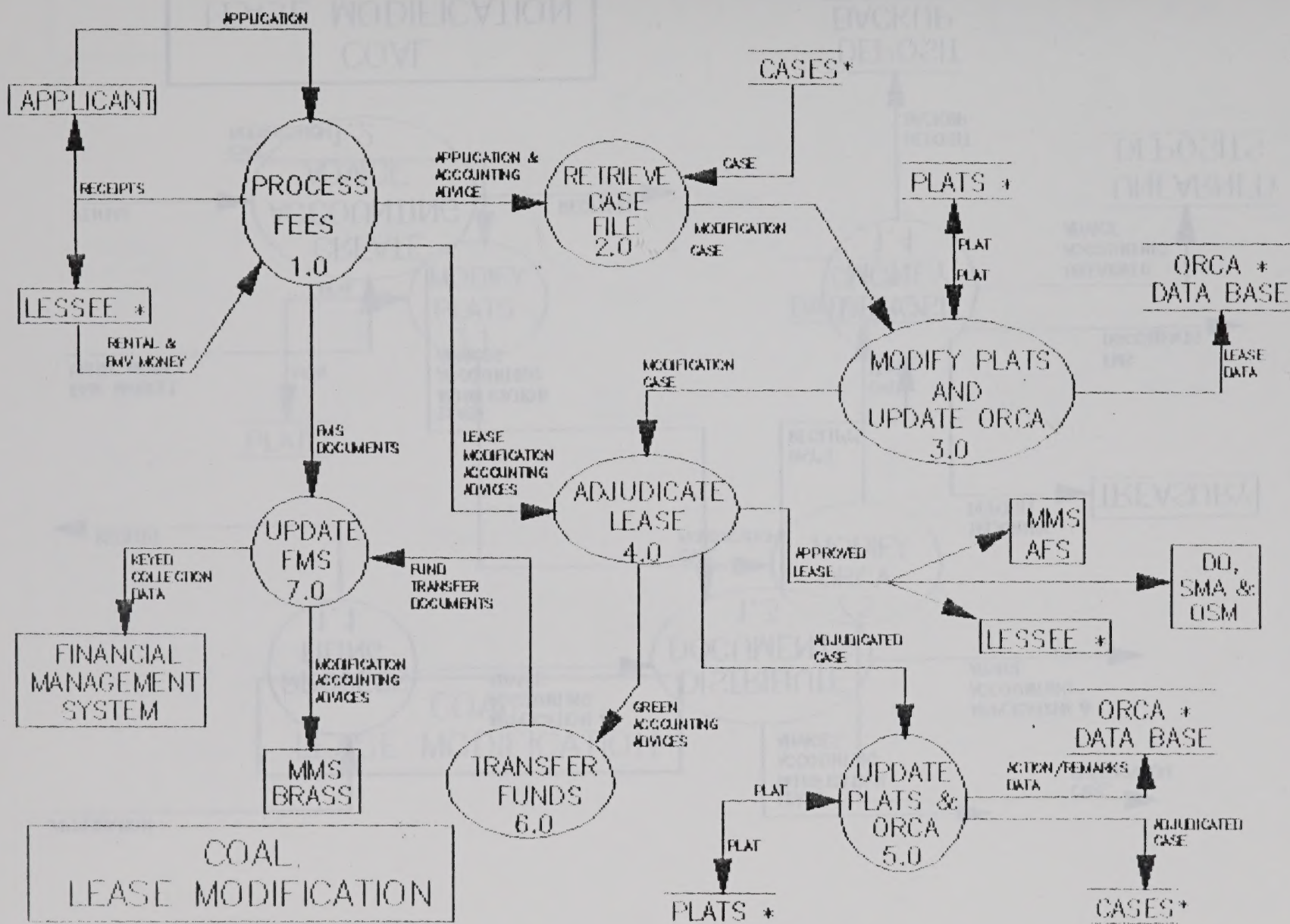
INPUT	PROCESS	OUTPUT
Fund transfer documents	<ol style="list-style-type: none"> <li>1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.</li> <li>2. Copies of the SF 1081 and green accounting advices are sent to MMS.</li> <li>3. Copies of the SF 1081 and CDS are filed.</li> <li>4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.</li> </ol>	<p>Rental accounting advices</p> <p>File copies</p> <p>Transfer collection documents</p>



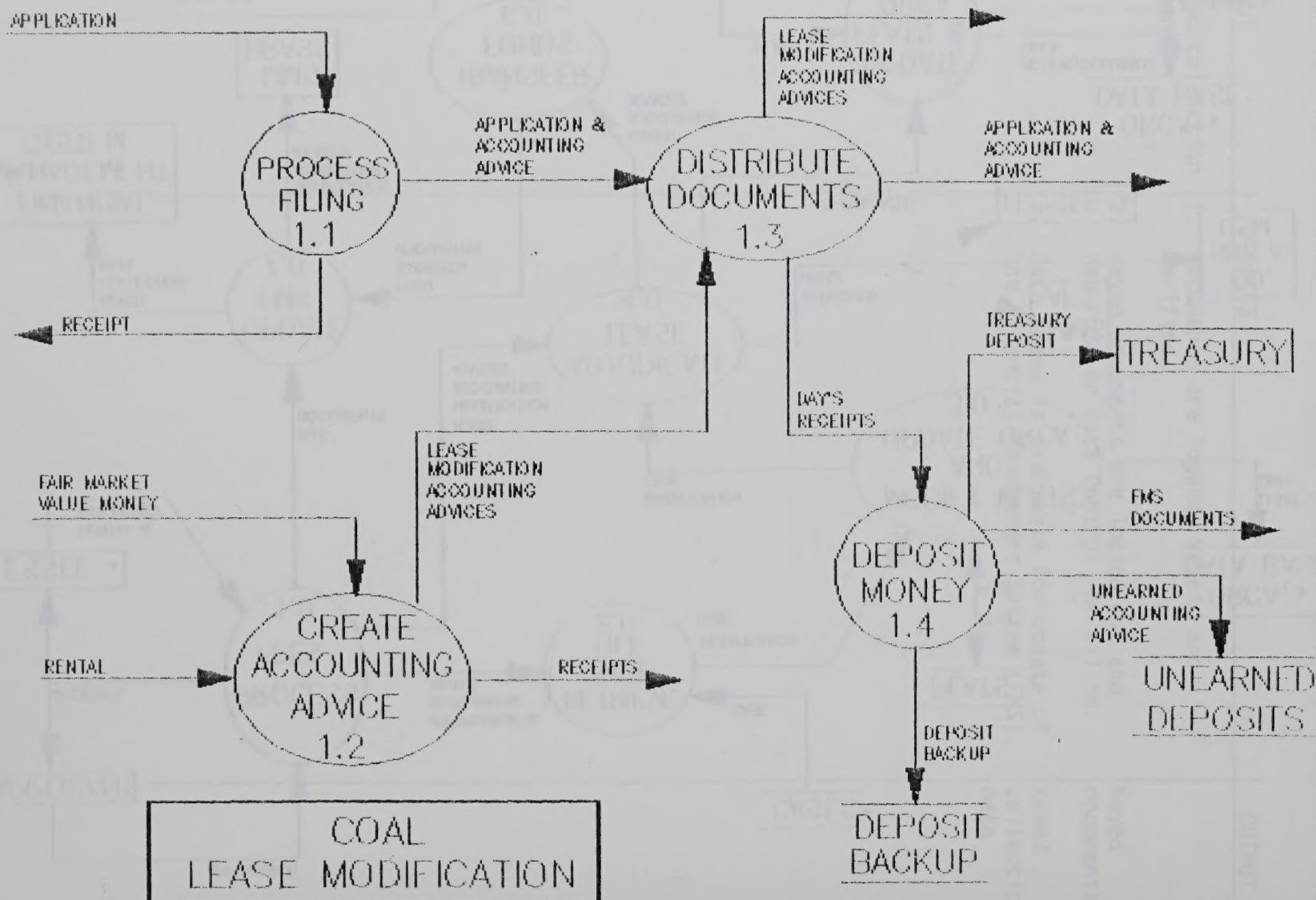
Service Center  
Bubble 5.3 - Key Documents

Coal Leasing - PRLA  
(Preference Right Lease Application)

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System (FMS).</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>









MODIFICATION  
CASE

PLAT

PLAT

PLATS

MODIFY  
PLATS  
3.1

MODIFICATION  
CASE

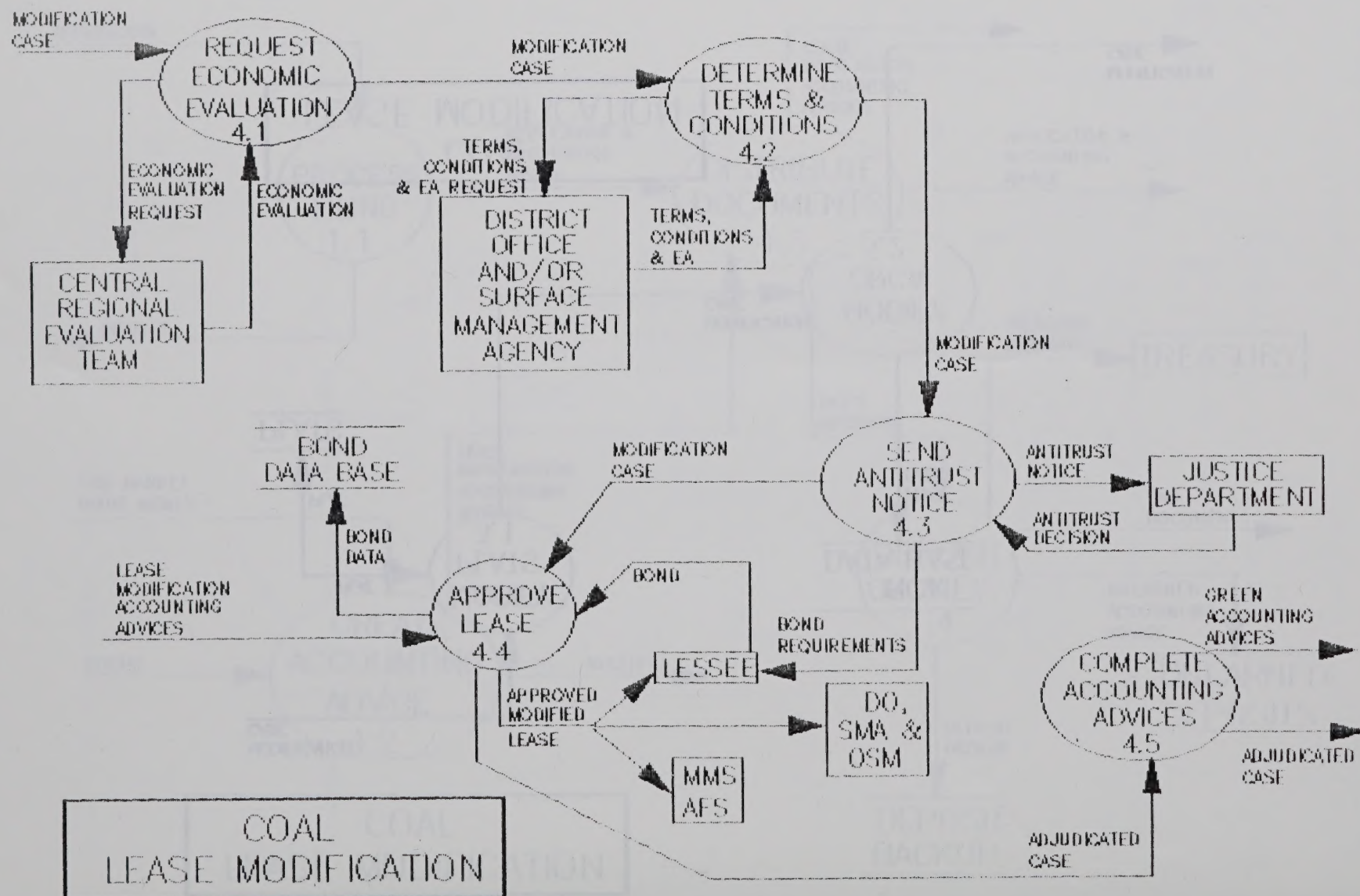
ORCA  
DATA BASE

LEASE  
DATA

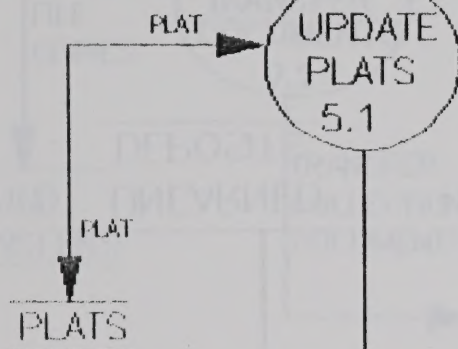
MODIFY  
ORCA  
3.2

COAL  
LEASE MODIFICATION

MODIFICATION  
CASE



ADJUDICATED  
CASE



ADJUDICATED  
CASE

UPDATE  
ORCA  
5.2

ADJUDICATED  
CASE

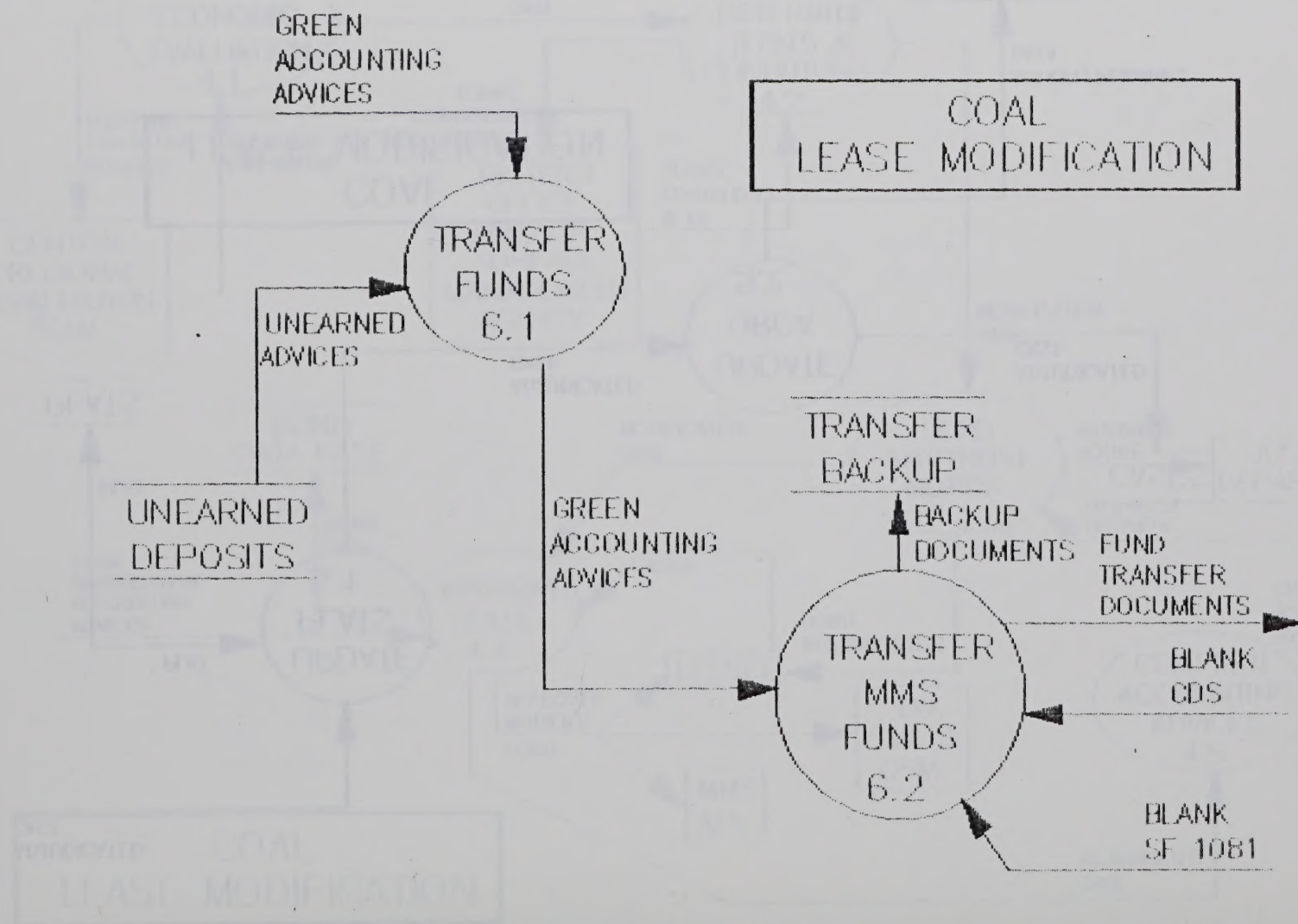
CASES

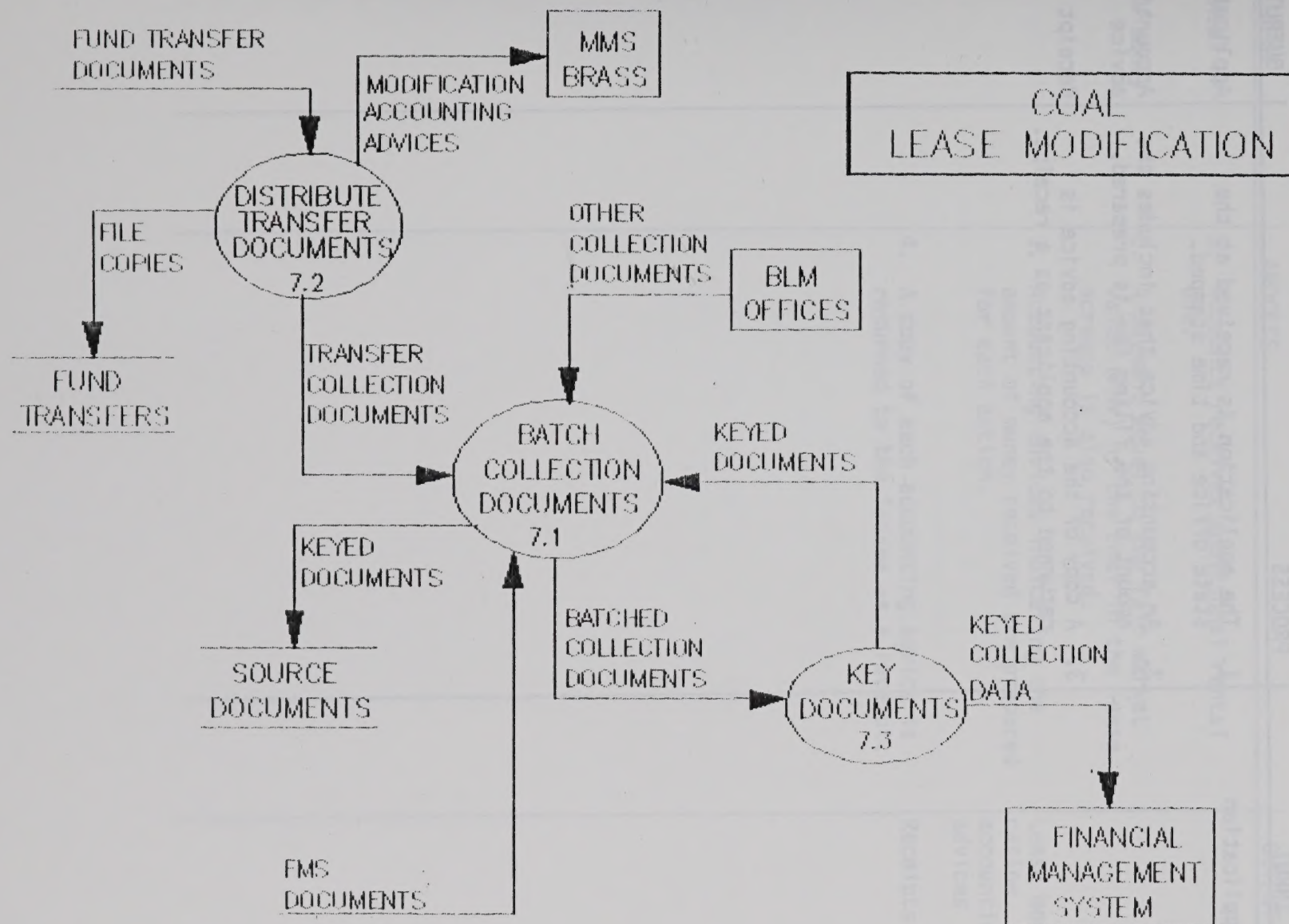
COAL  
LEASE MODIFICATION

ACTION/REMARKS  
DATA

ORCA  
DATA BASE







INPUT	PROCESS	OUTPUT
Application	<ol style="list-style-type: none"> <li data-bbox="471 319 1184 401">1. The application is received at the state office and time stamped.</li> <li data-bbox="471 422 1184 505">2. An accounting advice that includes the amount of the filing fee is prepared.</li> <li data-bbox="471 526 1184 609">3. A copy of the accounting advice is returned to the applicant as a receipt.</li> </ol>	<p data-bbox="1199 319 1409 360">Application</p> <p data-bbox="1199 422 1409 484">Accounting advice</p> <p data-bbox="1199 526 1409 567">Receipt</p>



State Office  
Bubble 1.2 - Create Accounting Advice

Coal - Lease Modification

INPUT	PROCESS	OUTPUT
Rental	1. Accounts receives additional rental due.	
FMV money	2. A payment equal to the fair market value (FMV) of the coal in the lease acreage is also received.	
	3. Accounting advices indicating the amount of money received are prepared for each action.	Lease modification accounting advices
	4. A copy of each accounting advice is returned to the lessee as a receipt.	Receipts

INPUT	PROCESS	OUTPUT
Application & accounting advice	<ol style="list-style-type: none"> <li>1. The application and two copies of the accounting advice are sent to Docket.</li> <li>2. The green and gold copies of the rental and fair market value accounting advices are sent to the adjudicator processing the case.</li> <li>3. Money received and the remaining copies of the accounting advices are sent to Accounts.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Lease modification accounting advices</p> <p>Day's receipts</p>

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> <li>6. The white copy of the accounting advice is filed in an unearned deposit notebook.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p> <p>Unearned accounting advice</p>



INPUT	PROCESS	OUTPUT
Case  Application & accounting advice	<ol style="list-style-type: none"> <li data-bbox="461 327 1173 360">1. The case file is retrieved.</li> <li data-bbox="461 389 1173 484">2. The application and its associated accounting advice is placed in the case folder.</li> <li data-bbox="461 513 1173 588">3. The case file is "charged out" to Records.</li> </ol>	Modification case

State Office  
Bubble 3.1 - Modify Plats

Coal - Lease Modification

INPUT	PROCESS	OUTPUT
Plat	1. The plat pertaining to the application is obtained from the plat books and is updated and reproduced.	
Modification case	2. Copies of the updated plat are placed in the case file.	Modification case
	3. The original plat is verified in the plat books.	Plat

INPUT	PROCESS	OUTPUT
Modification case	1. Data from the accounting advice, case folder, and lease application are used to update the ORCA (Online Recordation Case Access) system data base.	Lease data Modification case



State Office  
Bubble 4.1 - Request Economic Evaluation

Coal - Leasing Modification

INPUT	PROCESS	OUTPUT
Modification case	1. An economic evaluation pertaining to the application is requested from the Central Regional Evaluation Team.	Economic evaluation request.
Economic Evaluation	2. The regional evaluation team provides the adjudicator with an economic evaluation of the coal that can be recovered.	Modification case

INPUT	PROCESS	OUTPUT
Modification case	1. The terms and conditions, along with an environmental assessment (EA) relating to the lease application, are requested from the BLM district office and, if required, from other interested surface management agencies.	Terms, conditions, & EA request
Terms, conditions, & EA	2. The terms and conditions and the EA are reviewed by the adjudicator, who determines if the application is valid.	Modification case

INPUT	PROCESS	OUTPUT
Modification case	1. A notice is sent to the Department of Justice to determine if any antitrust laws will be violated.	Antitrust notice
Antitrust decision	2. The lessee is notified of any changes to bonding requirements.	Bond requirements
	3. The modification case is held until the bond and rental/fair market value monies are received.	Modification case



INPUT	PROCESS	OUTPUT
Modification case	1. The signed lease is reviewed for corrections and completeness. On receipt of accounting advices indicating rentals and fair market value monies have been paid, the lease is issued.	
Lease modification accounting advices	2. Copies of the approved lease are sent to the lessee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.	Approved modified lease
Bond	3. Bond data is entered into the ALMRS bond data base.	Bond data
	4. The adjudicated case file is prepared for return to Docket.	Adjudicated case

State Office  
Bubble 4.5 - Complete Accounting Advices

Coal - Lease Modification

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. Based on lease decisions reached, the adjudicator completes the green and gold copies of the accounting advices. This includes distribution of funds paid for rental, bonds, and fair market value.</li><li>2. The gold accounting advice copies are placed in the case file. The file is sent to Records.</li><li>3. Each green accounting advice is sent to accounts.</li></ol>	<p>Adjudicated case</p> <p>Green accounting advices</p>

State Office  
Bubble 5.1 - Update Plats

Coal - Lease Modification

INPUT	PROCESS	OUTPUT
Adjudicated case	1. The plat is pulled, updated as required, and refiled.	Plat
Plat		Adjudicated case



INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (unearned, advertising, etc.).	
Unearned advices	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices

INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being tranferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Fund tranfer documents



Service Center  
Bubble 7.1 - Batch Collection Documents

Coal - Lease Modification

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production Data Control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center  
Bubble 7.2 - Distribute Transfer Documents

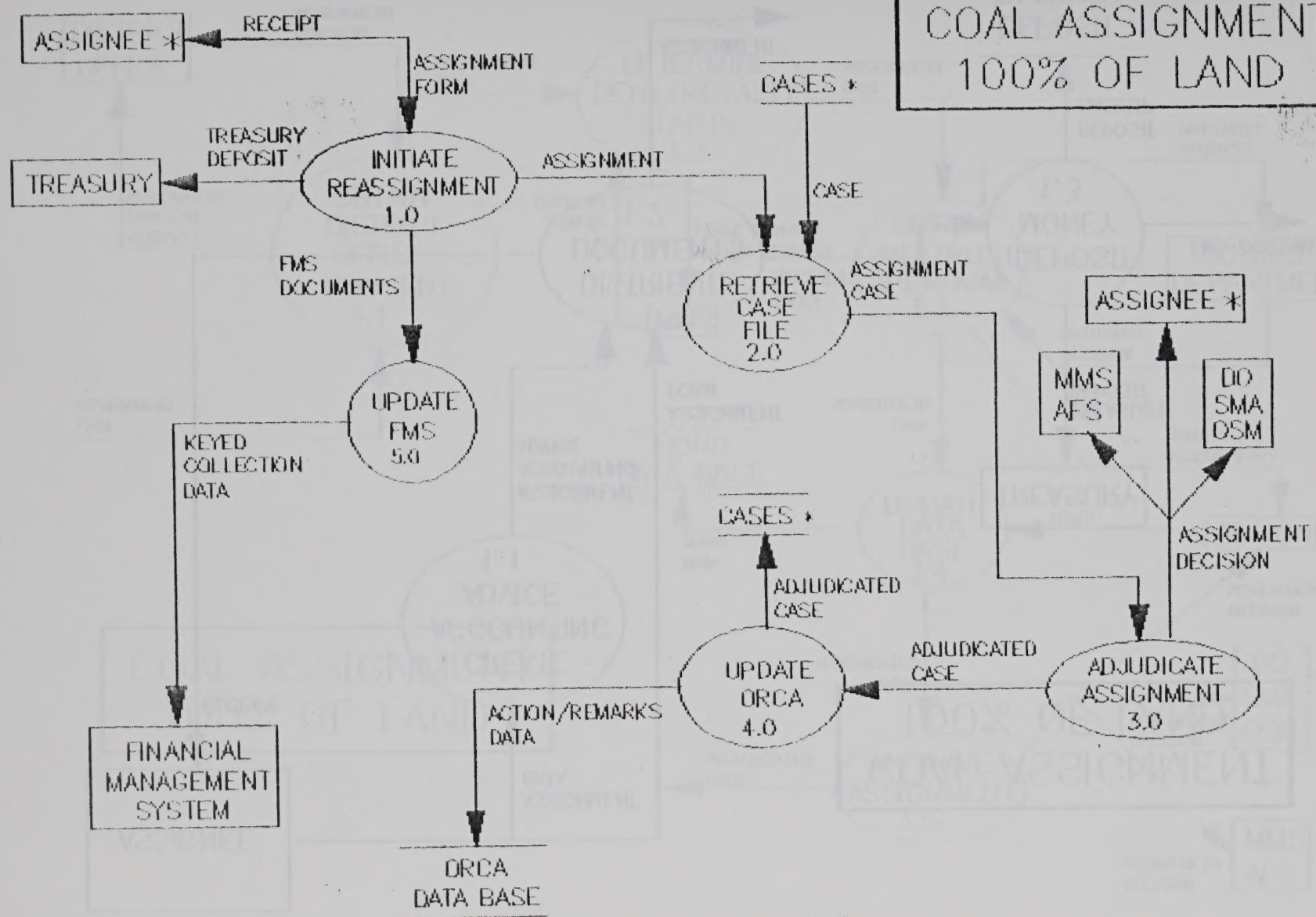
Coal - Lease Modification

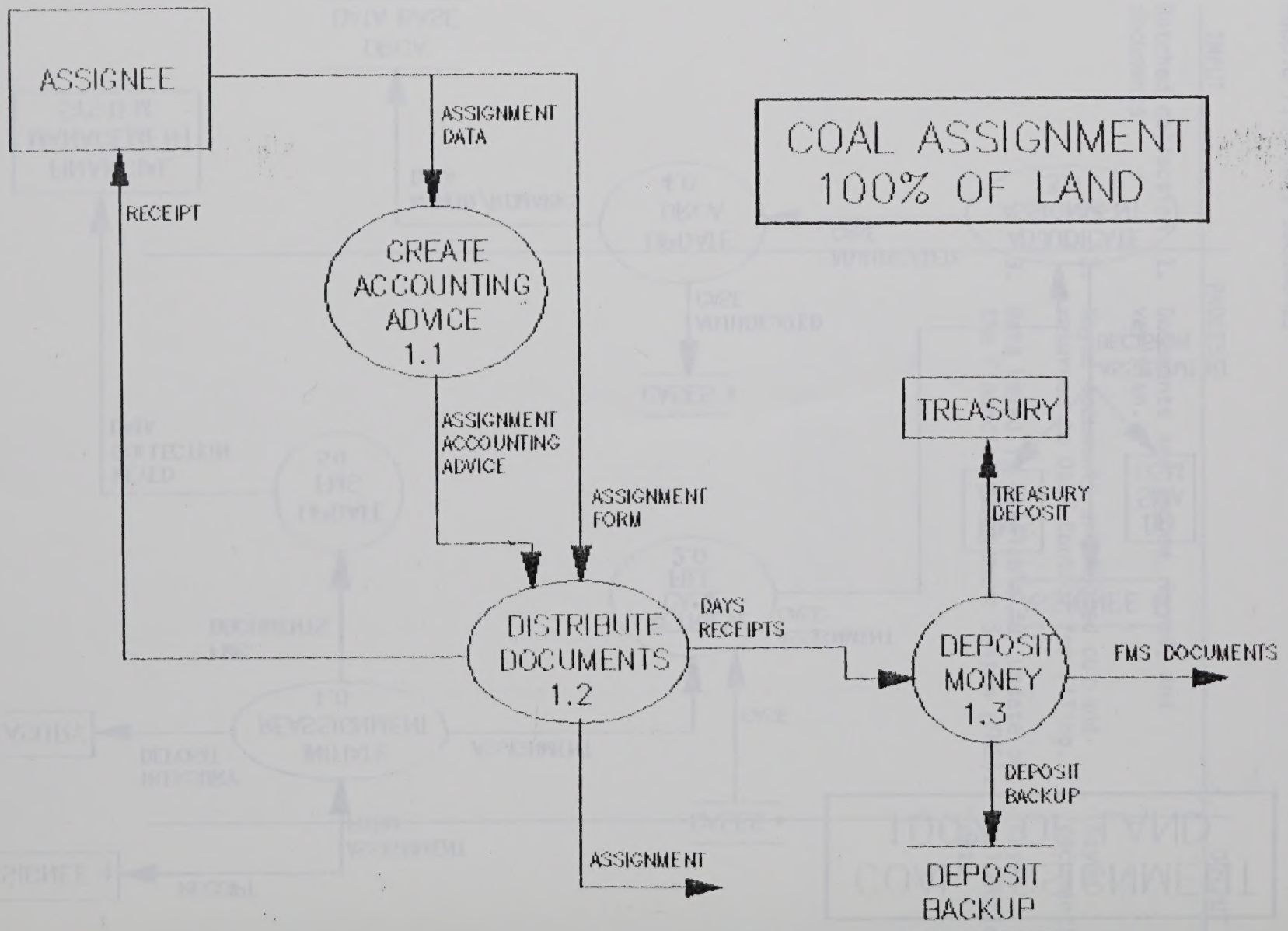
INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and the green accounting advices are sent to MMS.	Modification accounting advices
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System (FMS).</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>

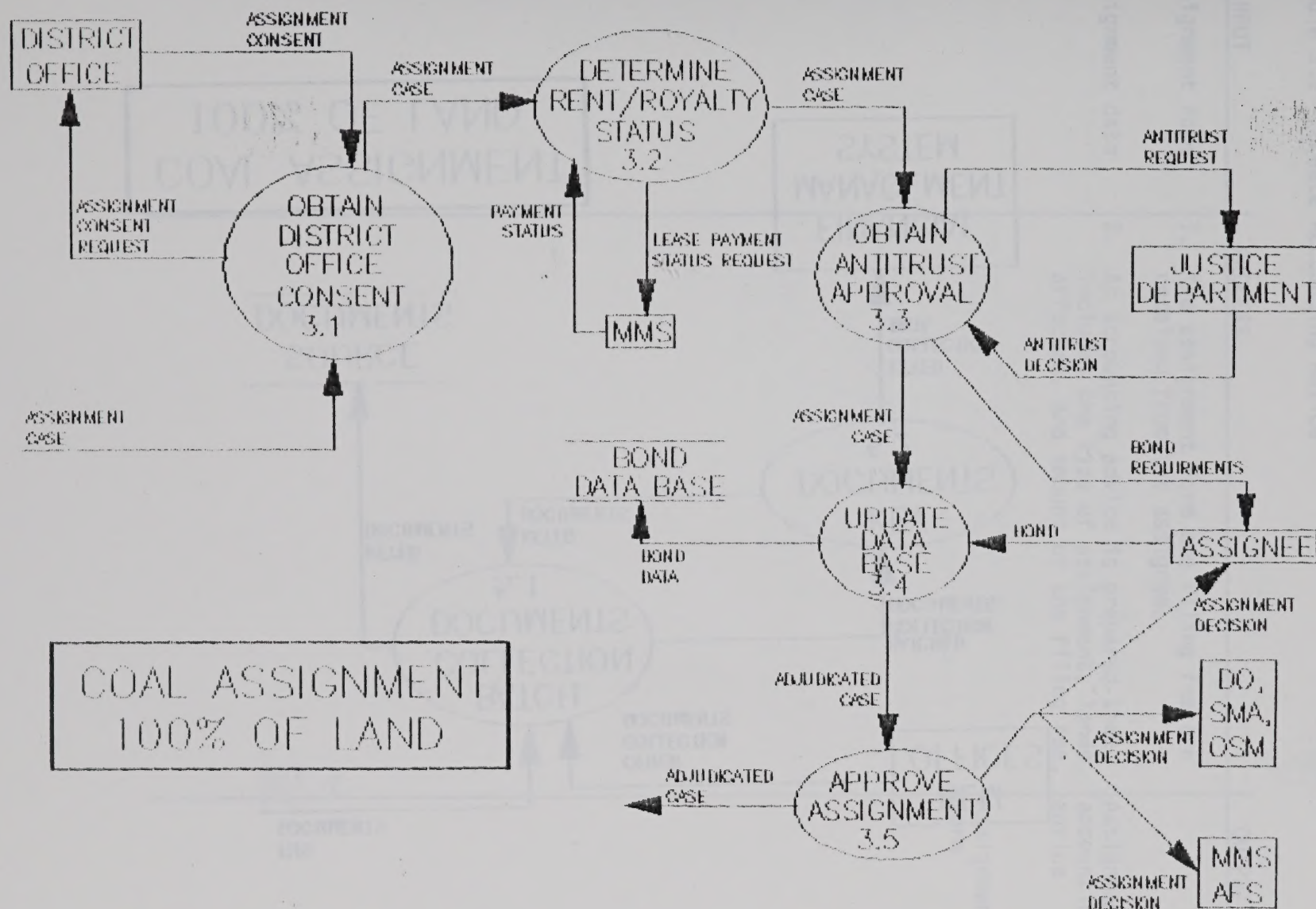


# COAL ASSIGNMENT 100% OF LAND

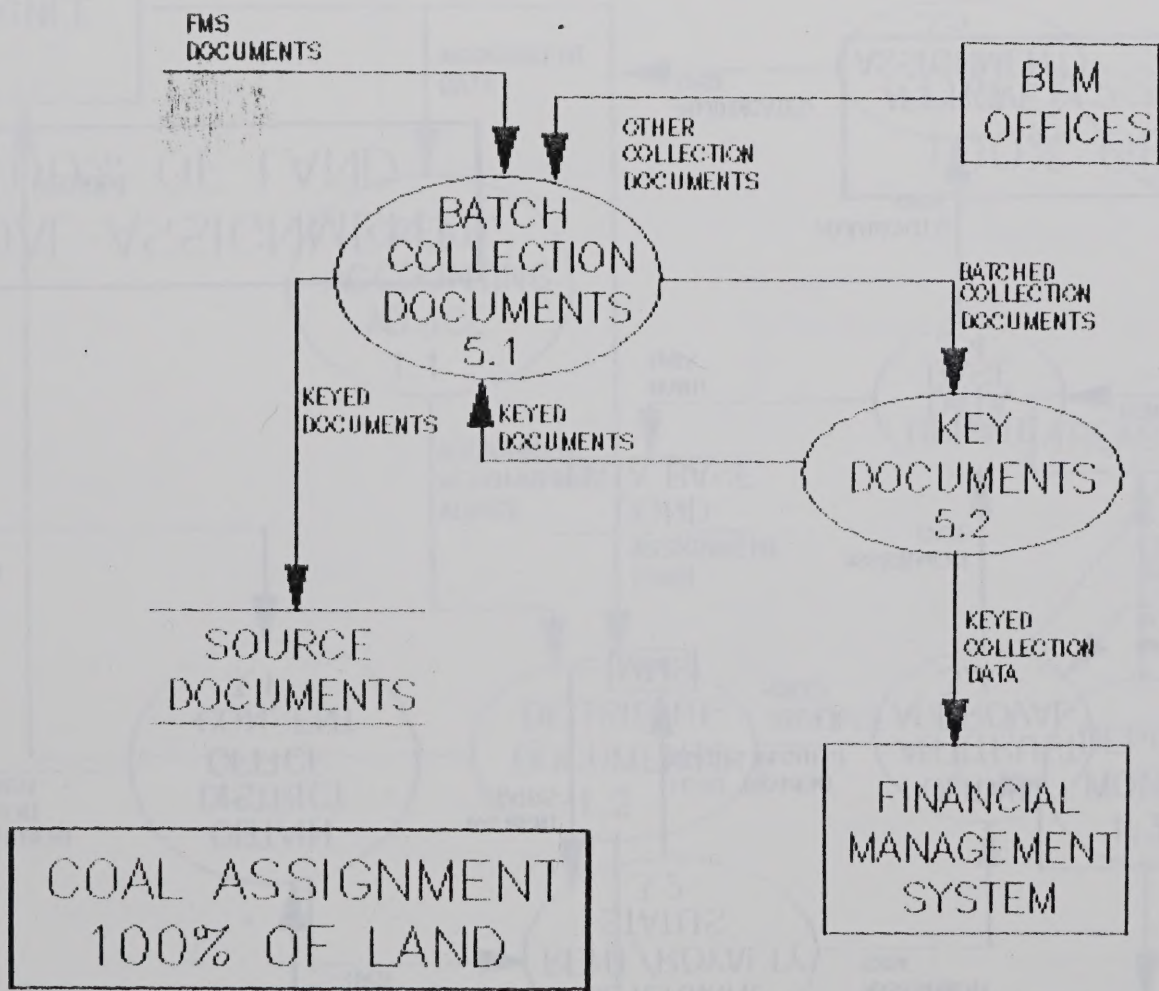












State Office  
Bubble 1.1 - Create Accounting Advice

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and filing fee are received from the assignee.	
Assignment data	2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.	Assignment accounting advice
		Assignment form

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt



State Office  
Bubble 1.3 - Deposit Money

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.	
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit backup
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents

INPUT	PROCESS	OUTPUT
Case	1. The case file is retrieved.	
Assignment	2. The assignment and accounting advice are placed in the case folder.	
	3. The case file is "charged out" to Adjudication.	Assignment case

State Office  
Bubble 3.1 - Obtain District Office Consent

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends either approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case



State Office  
Bubble 3.2 - Determine Rent/Royalty Status

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease pay- ment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case

State Office  
Bubble 3.3 - Obtain Antitrust Approval

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case
	3. Bond requirements are sent to the assignee.	Bond requirements

INPUT	PROCESS	OUTPUT
Assignment case	1. The assignee returns the necessary bond.	
Bond	2. Bond data is entered into the ALMRS bond data base.	Bond data
		Adjudicated case



State Office  
Bubble 3.5 - Approve Assignment

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The assigned lease is reviewed for corrections and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li><li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li><li>3. The adjudicated case file is sent to Records via Docket.</li></ol>	<p>Assignment decision</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Adjudicated case Assignment data	<ol style="list-style-type: none"> <li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li> <li>2. The adjudicated case is sent to Docket and filed.</li> </ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

Service Center  
Bubble 5.1 - Batch Collection Documents

Coal Assignment - 100% of Land

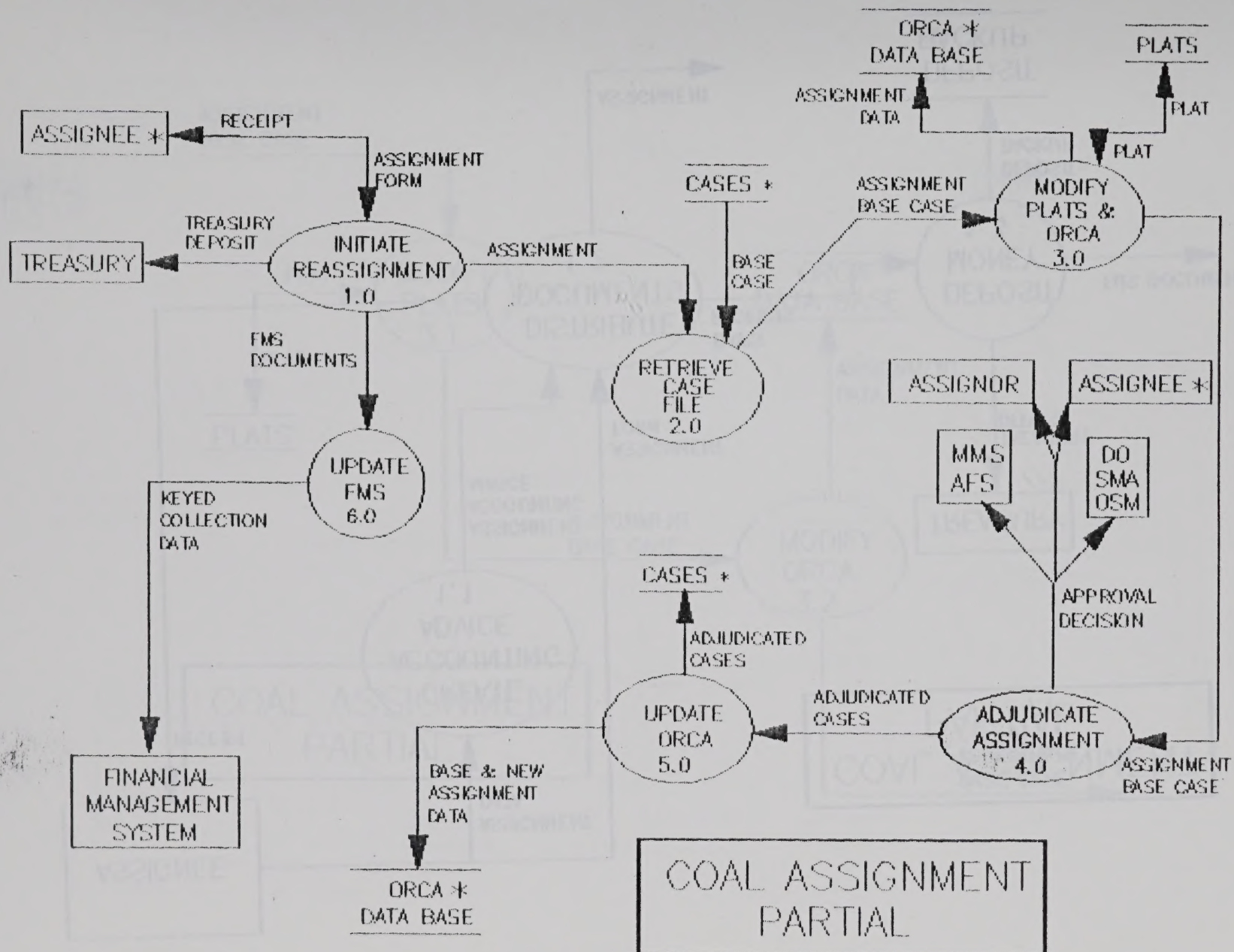
INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

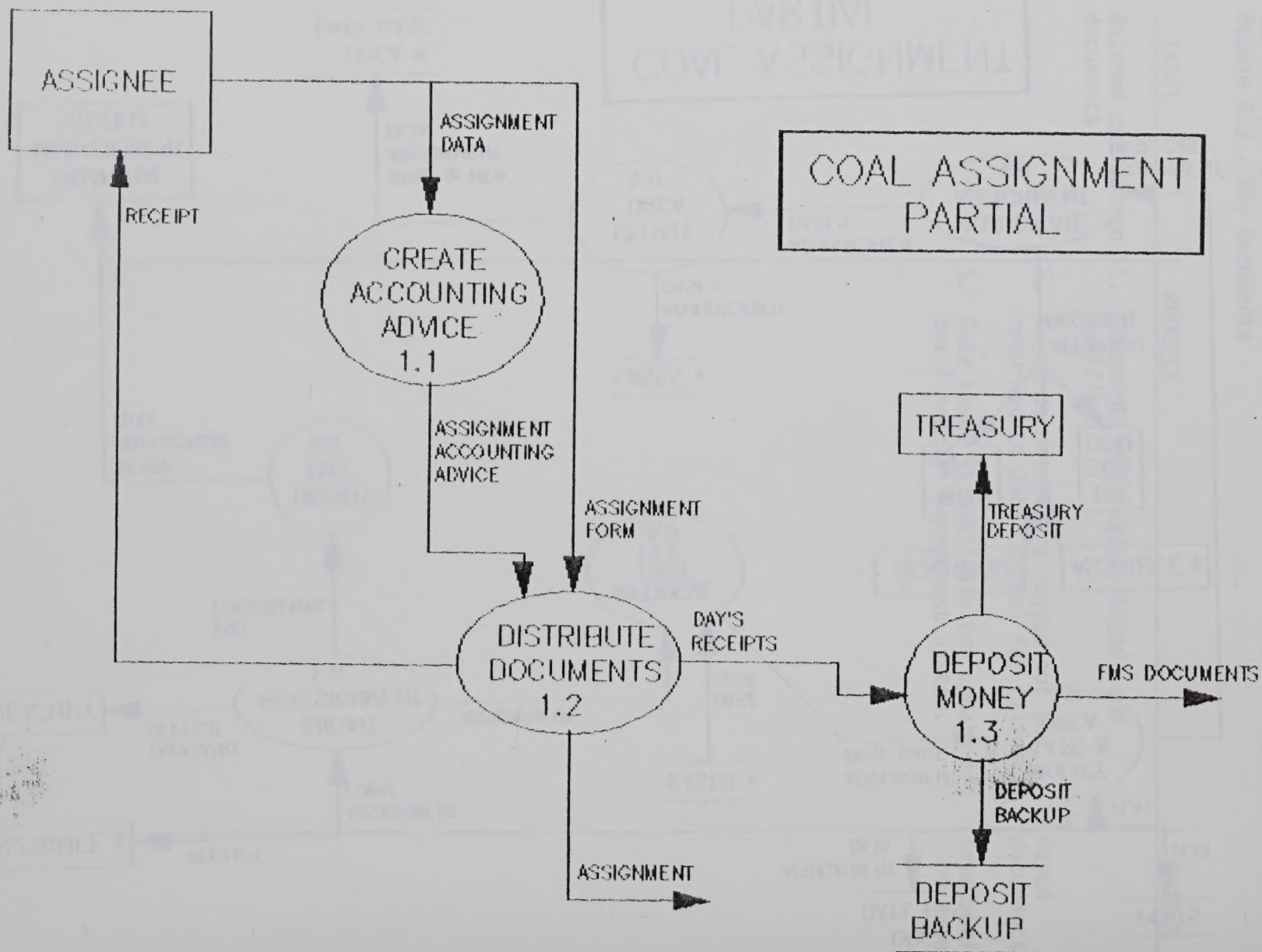


Service Center  
Bubble 5.2 - Key Documents

Coal Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System.</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>







ASSIGNMENT  
BASE CASE

PLAT

MODIFY  
PLATS  
3.1

PLAT

PLATS

ASSIGNMENT  
BASE CASE

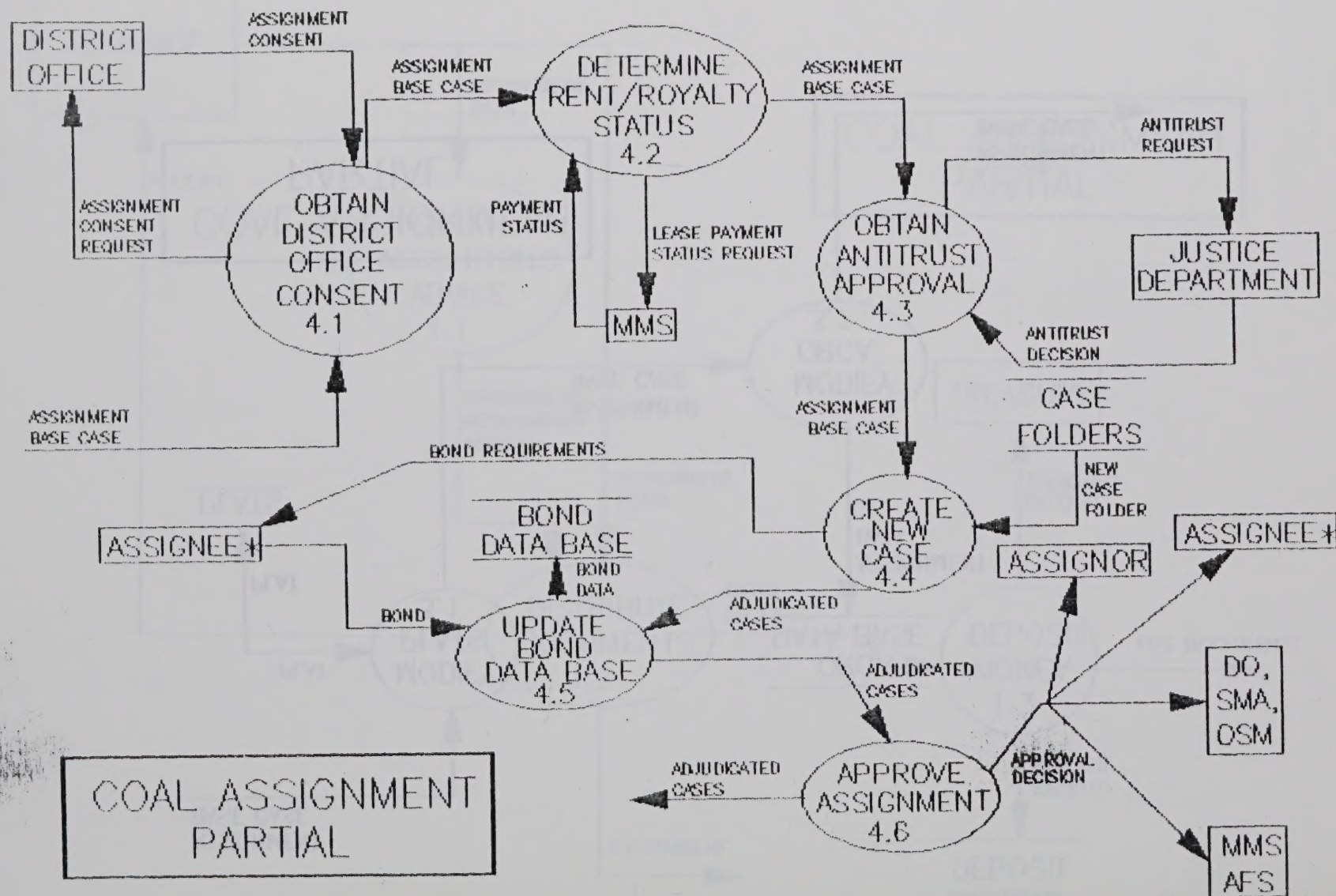
ORCA  
DATA BASE

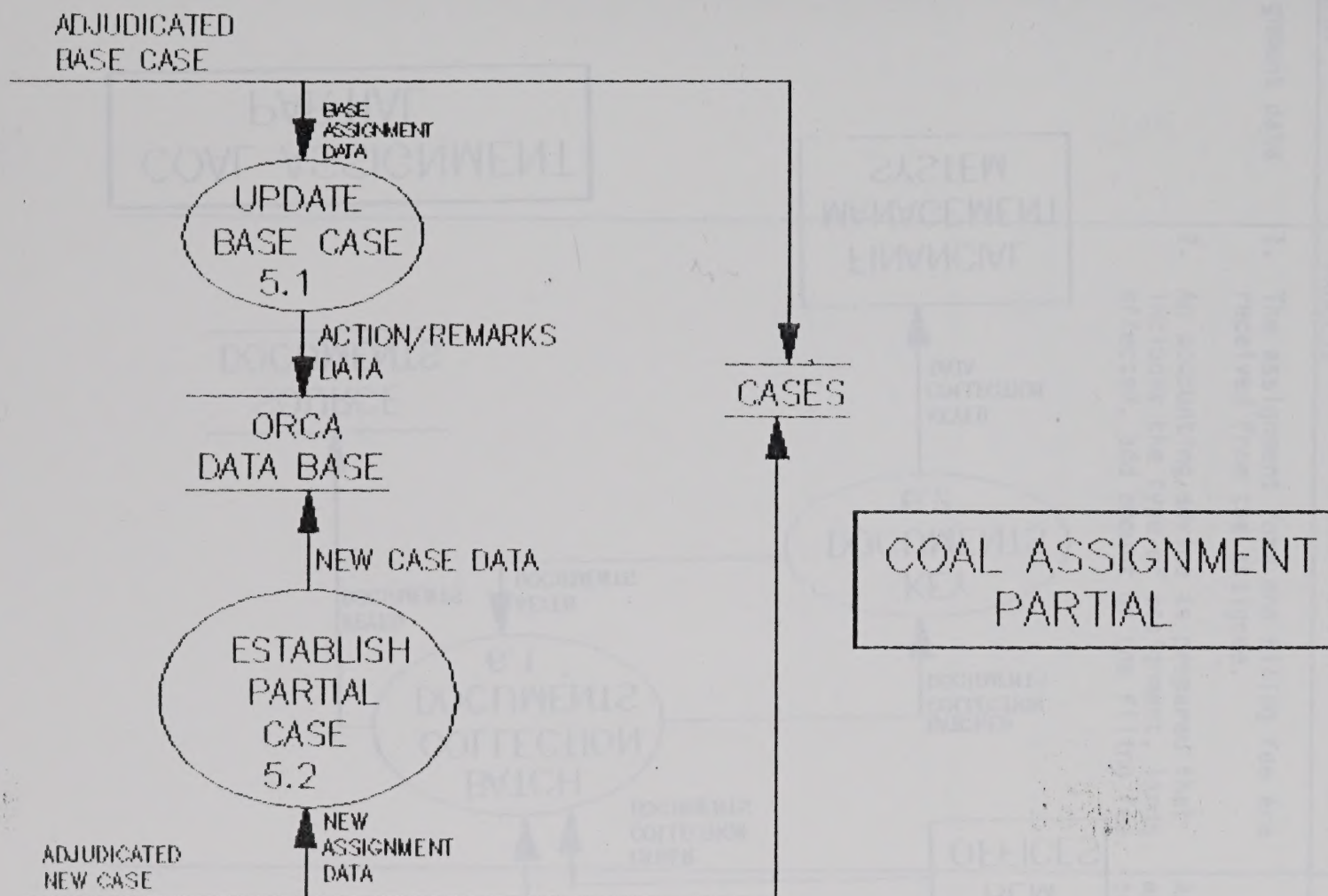
ASSIGNMENT  
DATA

MODIFY  
ORCA  
3.2

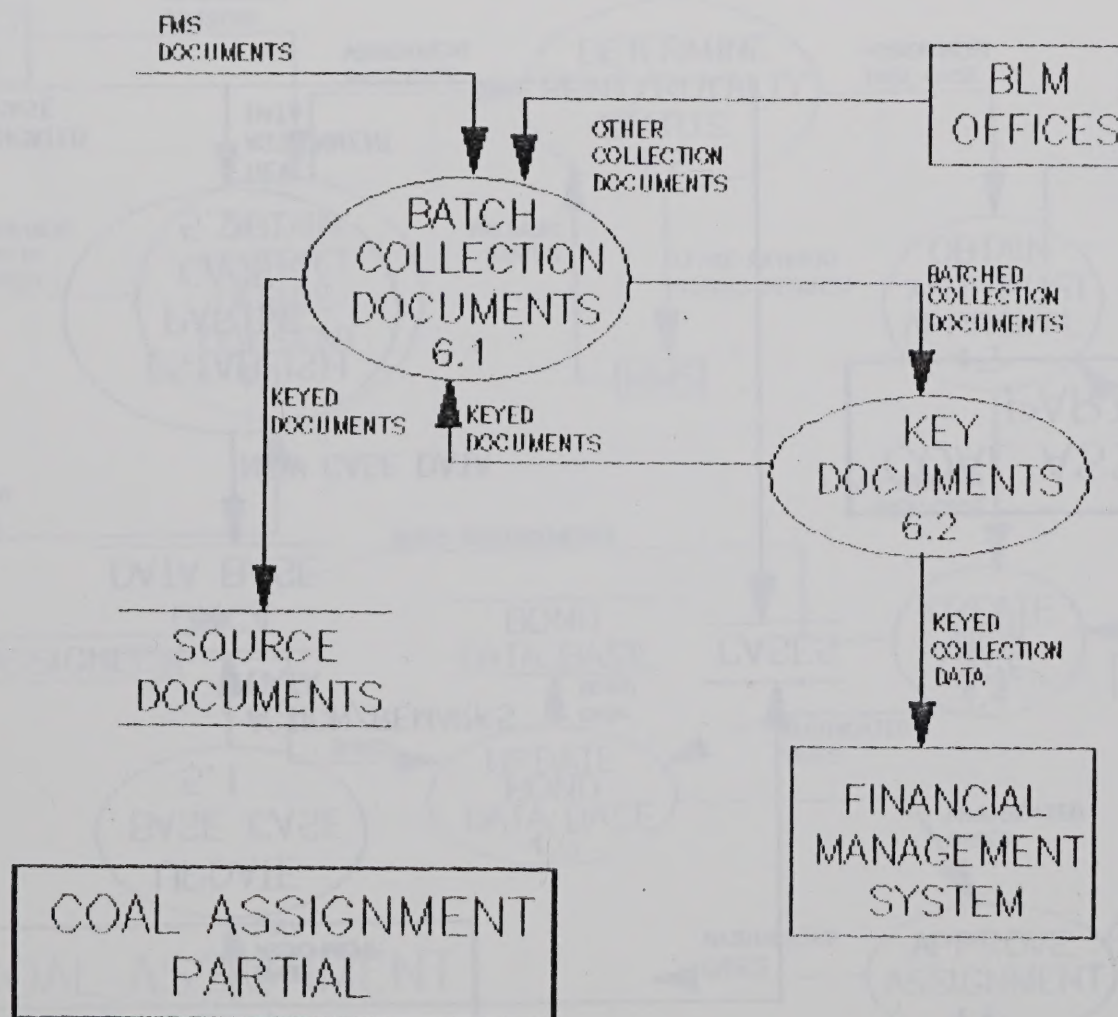
ASSIGNMENT  
BASE CASE

COAL ASSIGNMENT  
PARTIAL









State Office  
Bubble 1.1 - Create Accounting Advice

Coal Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"><li>1. The assignment form and filing fee are received from the assignee.</li><li>2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li></ol>	Assignment accounting advice

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt



INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p>

INPUT	PROCESS	OUTPUT
Base case	1. The case file is retrieved.	
Assignment	2. The assignment and accounting advice are placed in the case folder.	
	3. The case file is "charged out" to Records.	Assignment base case

INPUT	PROCESS	OUTPUT
Plat Assignment base case	<ol style="list-style-type: none"><li>1. The plat pertaining to the assignment base case is obtained from the plat books and is updated and reproduced.</li><li>2. Copies of the updated plat are placed in the case file.</li><li>3. The original plat is refiled in the plat books.</li></ol>	Plat  Assignment base case



INPUT	PROCESS	OUTPUT
Assignment base case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action code, date, remarks) to indicate that a partial assignment of the base lease is being processed.</li><li>2. The assignment base case is sent to the adjudicators via Docket.</li></ol>	Assignment data  Assignment base case

State Office  
Bubble 4.1 - Obtain District Office Consent

Coal Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment base case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment base case

## Bubble 4.2 - Determine Rent/Royalty Status

INPUT	PROCESS	OUTPUT
Assignment base case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment base case



State Office  
Bubble 4.3 - Obtain Antitrust Approval

Coal Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment base case	1. A request is sent to the Department of Justice to determine if partial transfer of the lease will violate any anti-trust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment base case

INPUT	PROCESS	OUTPUT
Assignment base case	1. The adjudicator verifies that the lands are leased by the assignor, the land distribution is correct, and the assignment form has been properly executed.	
New case folder	2. A new case file is established from those lands segregated from the base lease. The new lease and bonding requirements are sent to the assignee for signature and bond payment.	Bond requirements  Adjudicated cases

INPUT	PROCESS	OUTPUT
Adjudicated cases	1. The assignee signs the lease and returns it to the state office with the necessary bond.	
Bond	2. Bond data is entered into the ALMRS bond data base.	Bond data
		Adjudicated cases



INPUT	PROCESS	OUTPUT
Adjudicated cases	<ol style="list-style-type: none"><li>1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is signed.</li><li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li><li>3. The adjudicated case file is sent to Records via Docket.</li></ol>	<p>Approval decision</p> <p>Adjudicated cases</p>

INPUT	PROCESS	OUTPUT
Adjudicated base case	1. The base ORCA (Online Recordations Case Access) data base record is updated to reflect that a portion of the lease has been reassigned. Data updated includes action code, date, and remarks.	Action/ remarks data
Base assignment data	2. The adjudicated base case is sent to Docket for filing.	Adjudicated base case

State Office  
Bubble 5.2 - Establish Partial Case

Coal Assignment - Partial

INPUT	PROCESS	OUTPUT
Adjudicated new case	1. Data from the segregated case file is used to create a new case in the ORCA (Online Recordation Case Access) data base.	New case data
New assignment data	2. The adjudicated segregated case is sent to docket for filing.	Adjudicated new case

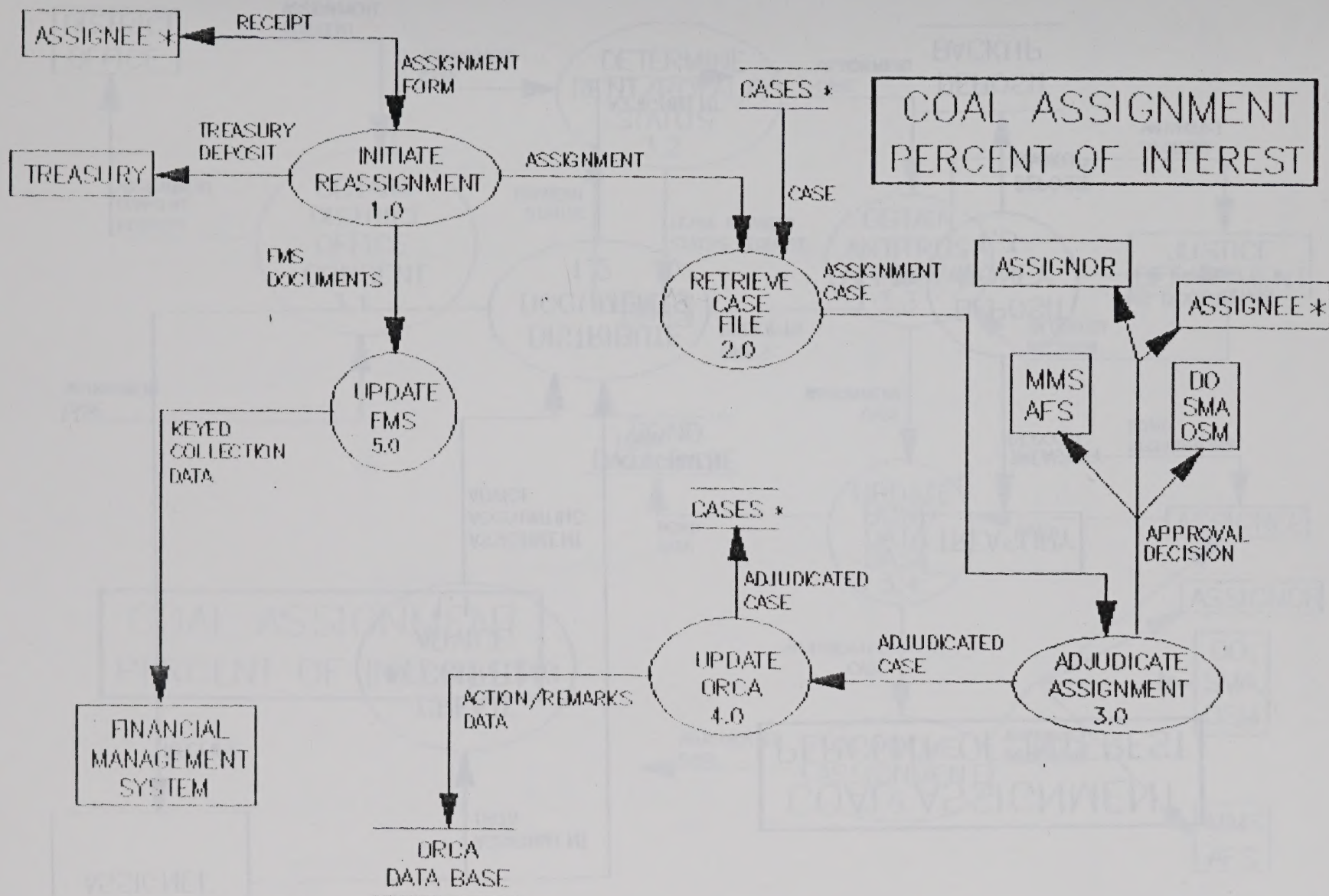


State Office  
Bubble 6.1 - Batch Collection Documents

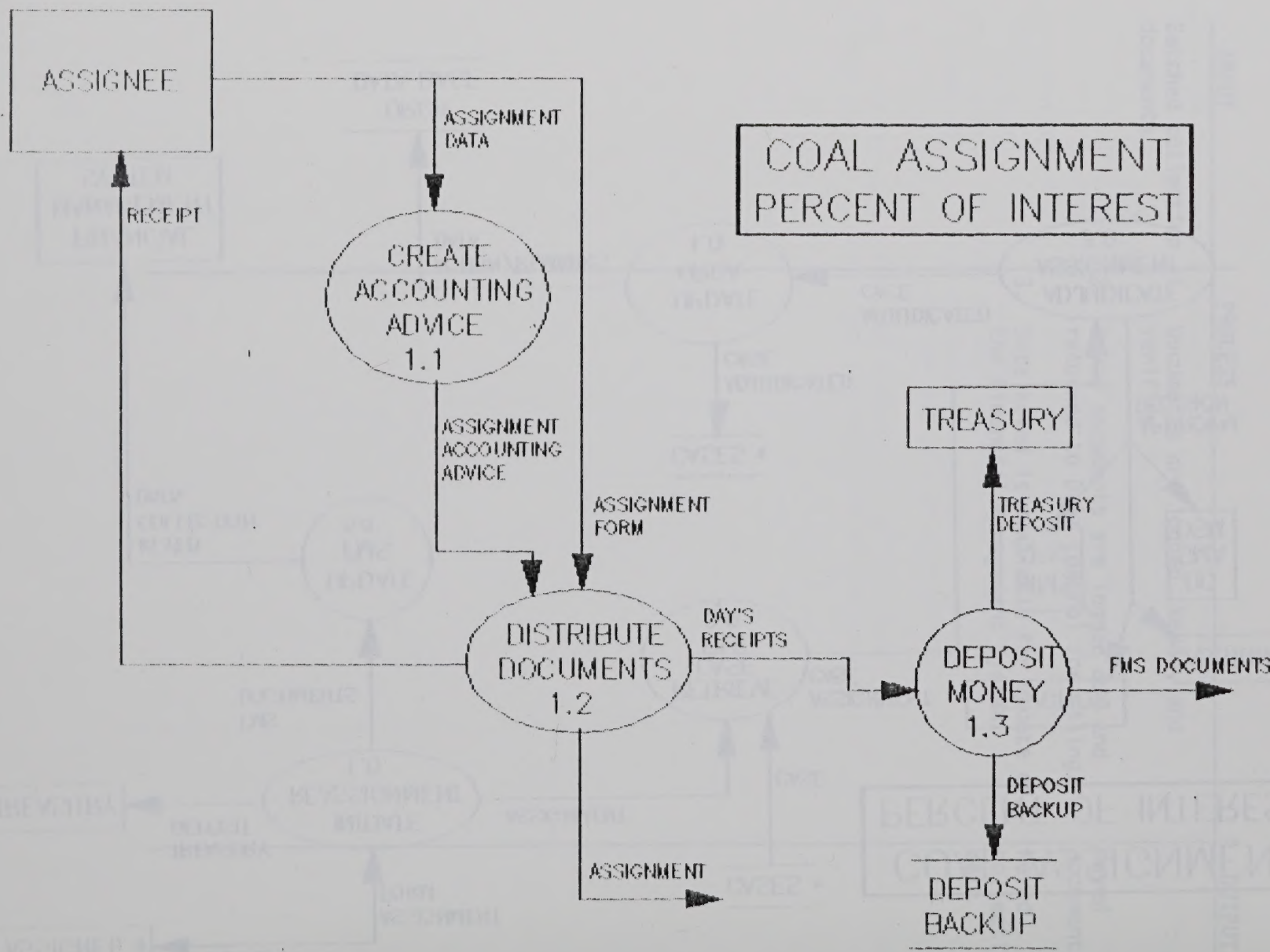
Coal Assignment - Partial

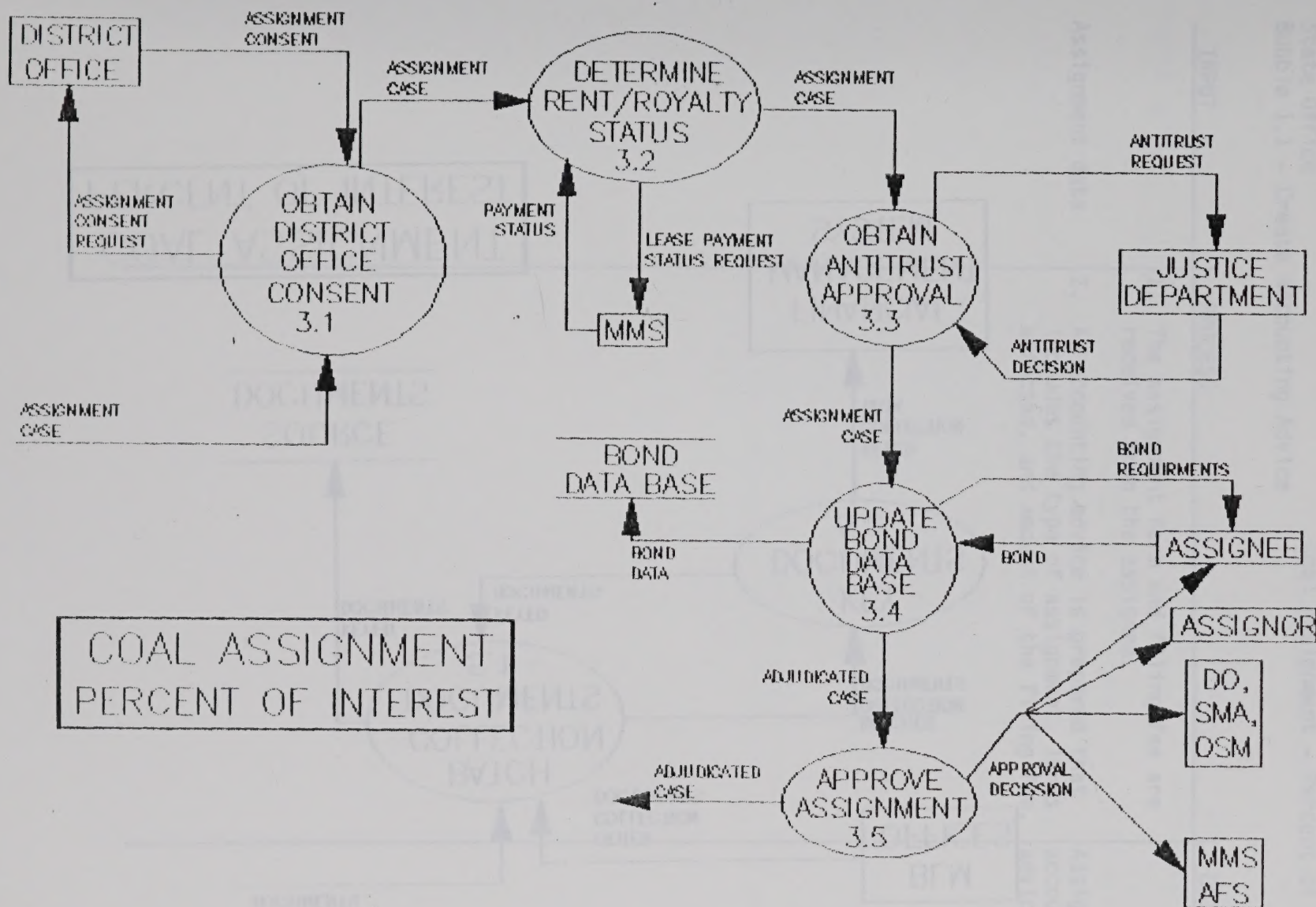
INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

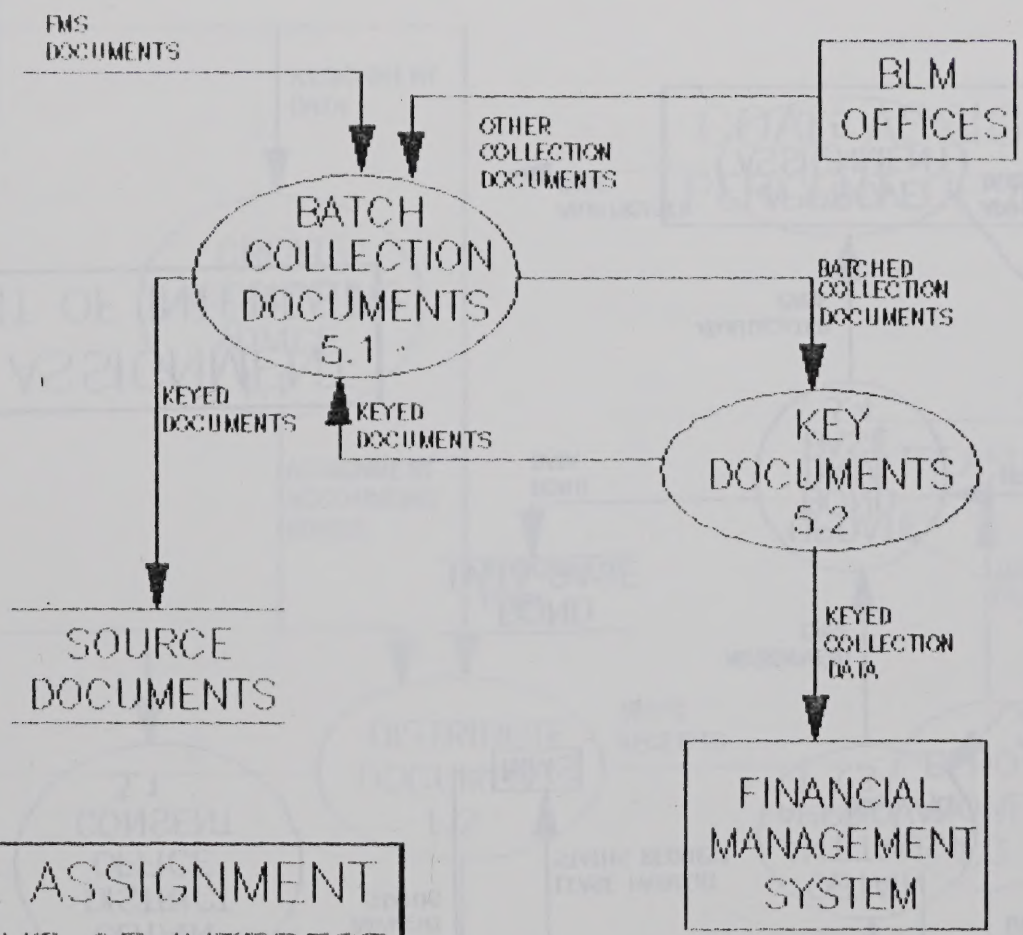
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"><li>1. Documents are logged, keyed, and verified.</li><li>2. Keyed documents are logged out and returned to Data Control for filing.</li><li>3. Data keyed is available for update of the Financial Management System.</li></ol>	<p>Keyed documents</p> <p>Keyed collection data</p>











COAL ASSIGNMENT  
PERCENT OF INTEREST



State Office  
Bubble 1.1 - Create Accounting Advice

Coal Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"> <li>1. The assignment form and filing fee are received from the assignee.</li> <li>2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li> </ol>	Assignment accounting advice

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt

INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.	
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit backup
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents



INPUT	PROCESS	OUTPUT
Case Assignment	<ol style="list-style-type: none"><li>1. The case file is retrieved.</li><li>2. The assignment and accounting advice are placed in the case folder.</li><li>3. The case file is "charged out" to Adjudication.</li></ol>	Assignment case

## Bubble 3.1 - Obtain District Office Consent

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case

INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case



State Office  
Bubble 3.3 - Obtain Antitrust Approval

Coal Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case

INPUT	PROCESS	OUTPUT
Assignment case	1. The adjudicated lease is sent to the assignee for signature. The information necessary for the assignee to post necessary bonds is included.	Bond requirements
Bond	2. The assignee sign the lease and returns it to the state office with the necessary lease bond.	
	3. Bond data is entered into the ALMRS bond data base.	Bond data
		Adjudicated case

State Office  
Bubble 3.5 - Approve Assignment

Coal Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> <li>1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li> <li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li> <li>3. The adjudicated case file is sent to Records via Docket.</li> </ol>	<p>Approval decision</p> <p>Adjudicated case</p>



INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

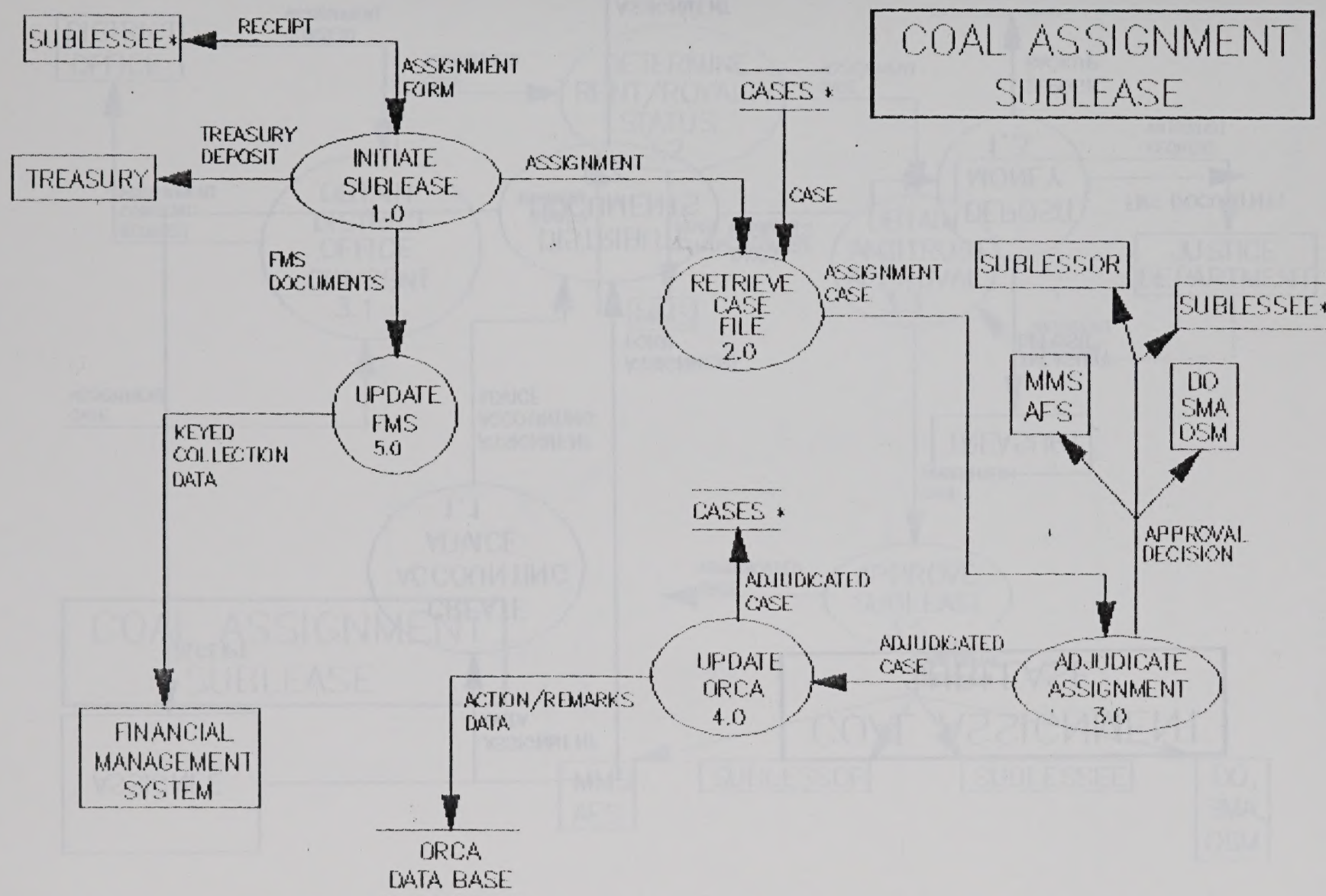
Service Center  
Bubble 5.1 - Batch Collection Documents

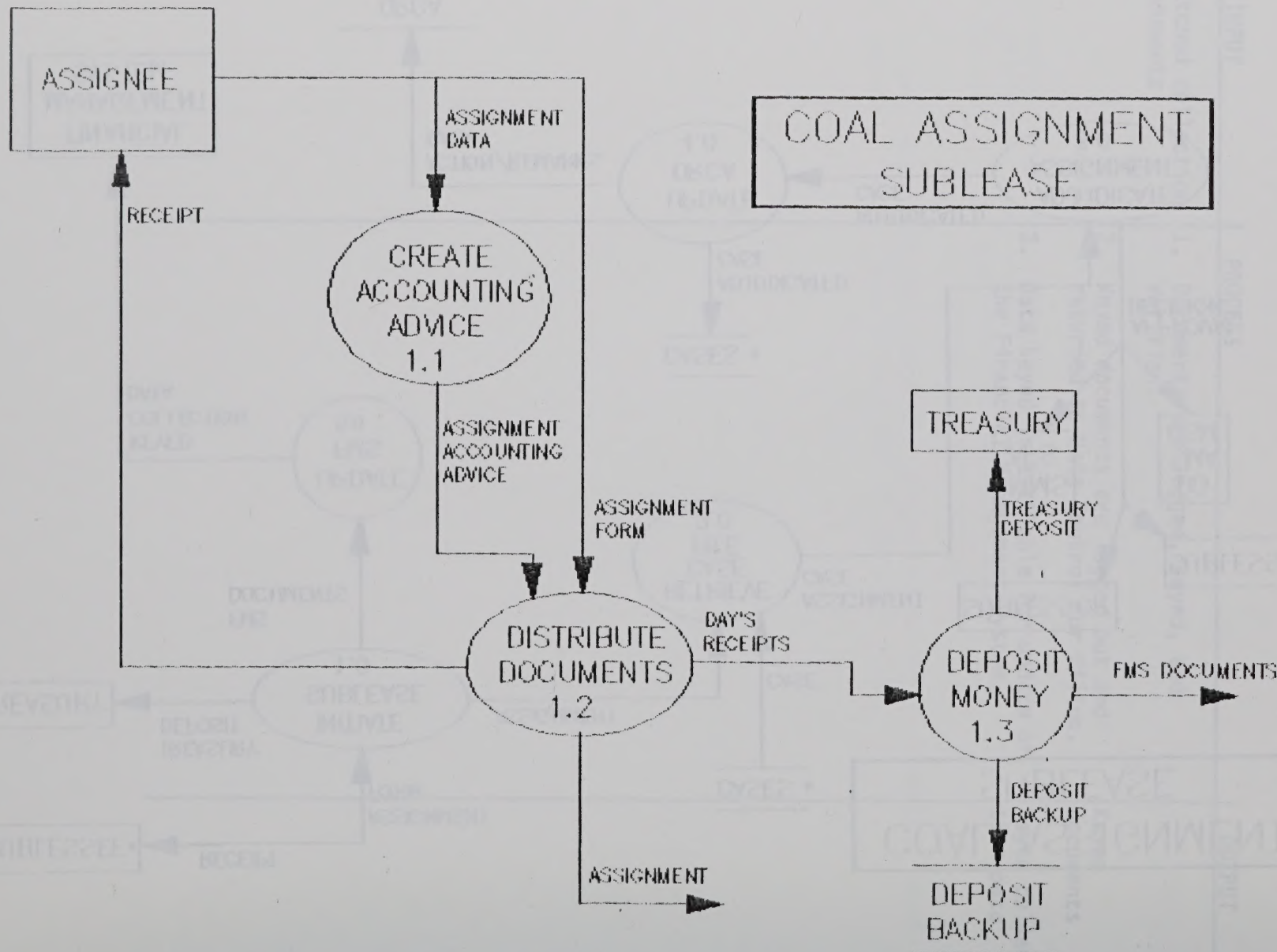
Coal Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

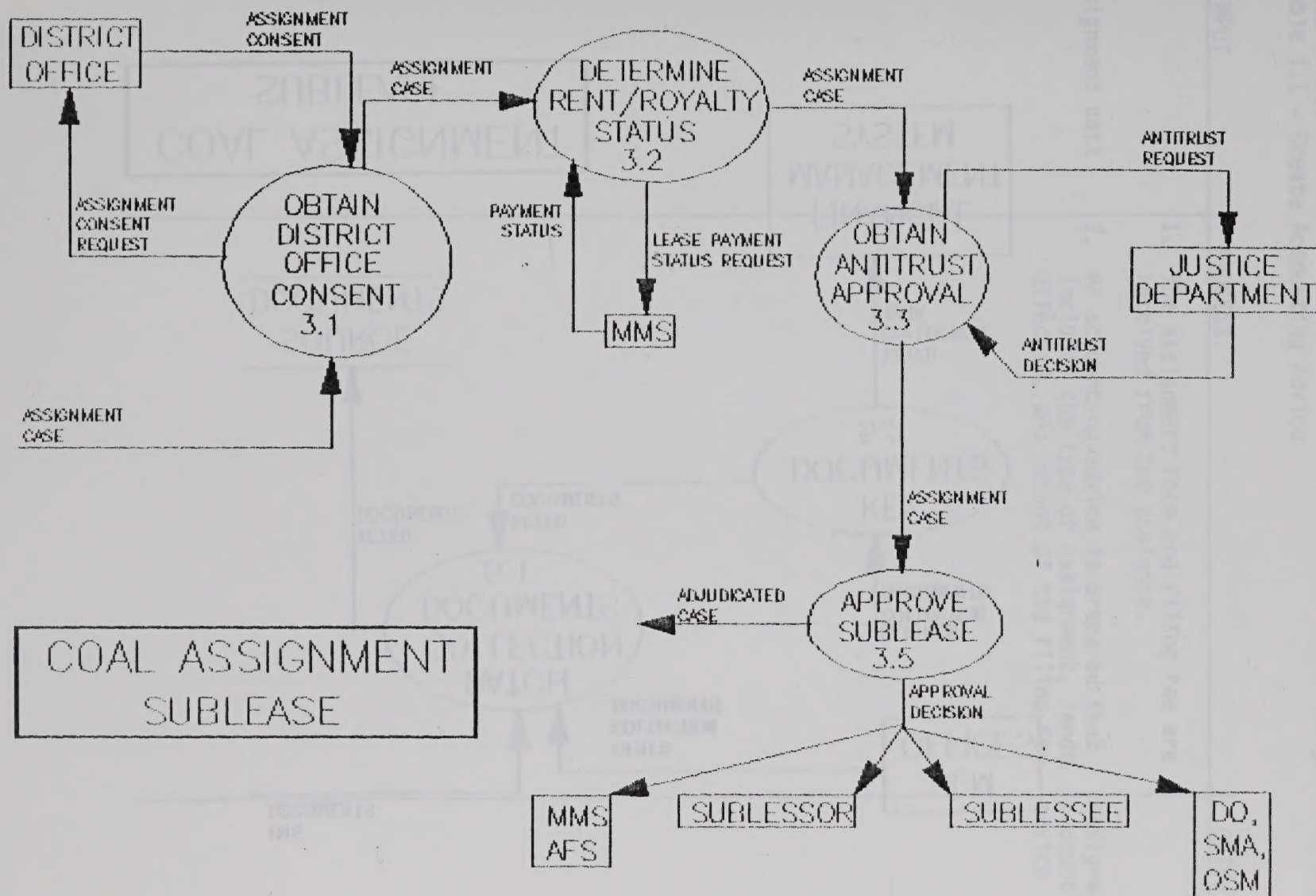
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"><li>1. Documents are logged, keyed, and verified.</li><li>2. Keyed documents are logged out and returned to Data Control for filing.</li><li>3. Data keyed is available for update of the Financial Management System.</li></ol>	<p>Keyed documents</p> <p>Keyed collection data</p>



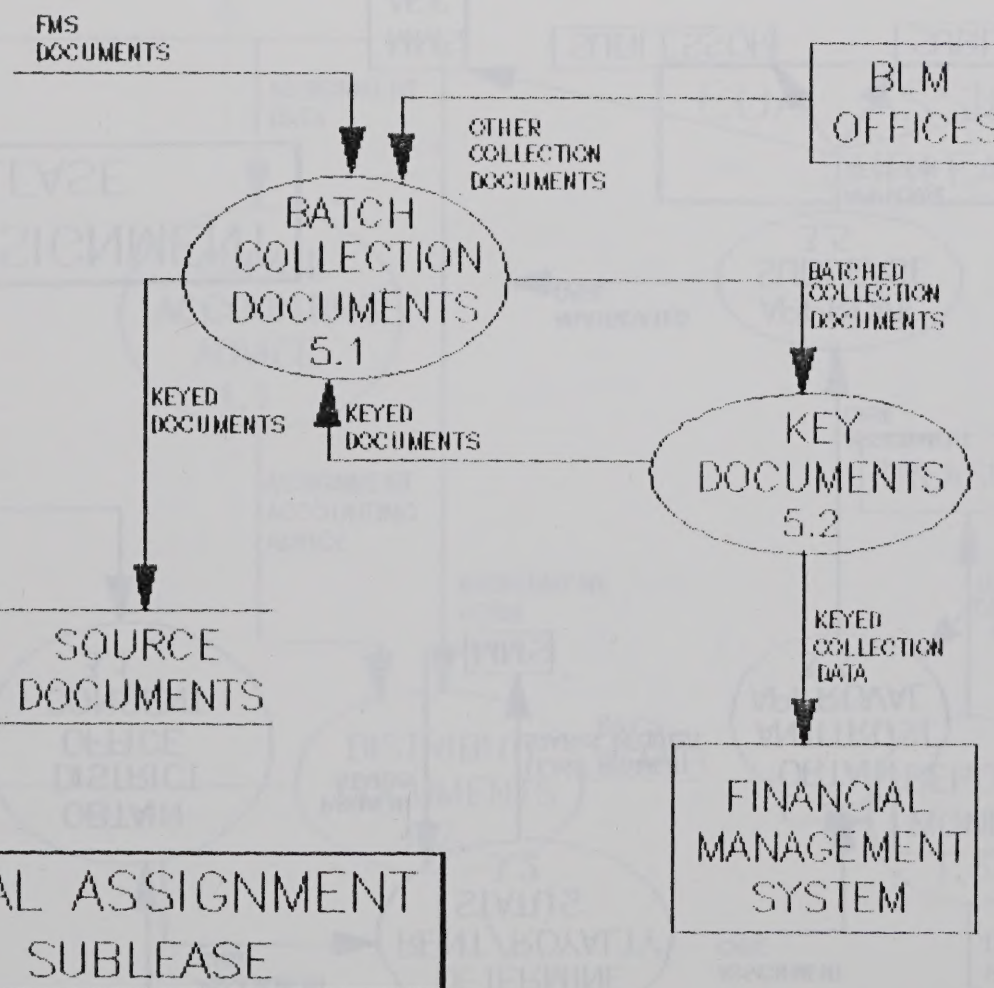












State Office  
Bubble 1.1 - Create Accounting Advice

Coal Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"> <li>1. The assignment form and filing fee are received from the assignee.</li> <li>2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li> </ol>	Assignment accounting advice

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt



INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p>

INPUT	PROCESS	OUTPUT
Case Assignment	<ol style="list-style-type: none"> <li>1. The case file is retrieved.</li> <li>2. The assignment and accounting advice are placed in the case folder.</li> <li>3. The case file is "charged out" to Adjudication.</li> </ol>	Assignment case

State Office  
Bubble 3.1 - Obtain District Office Consent

Coal Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case



INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case

State Office  
Bubble 3.3 - Obtain Antitrust Approval

Coal Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case

INPUT	PROCESS	OUTPUT
Assignment case	<ol style="list-style-type: none"><li>1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li><li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li><li>3. The adjudicated case file is sent to Records via Docket.</li></ol>	<p>Approval decision</p> <p>Adjudicated case</p>



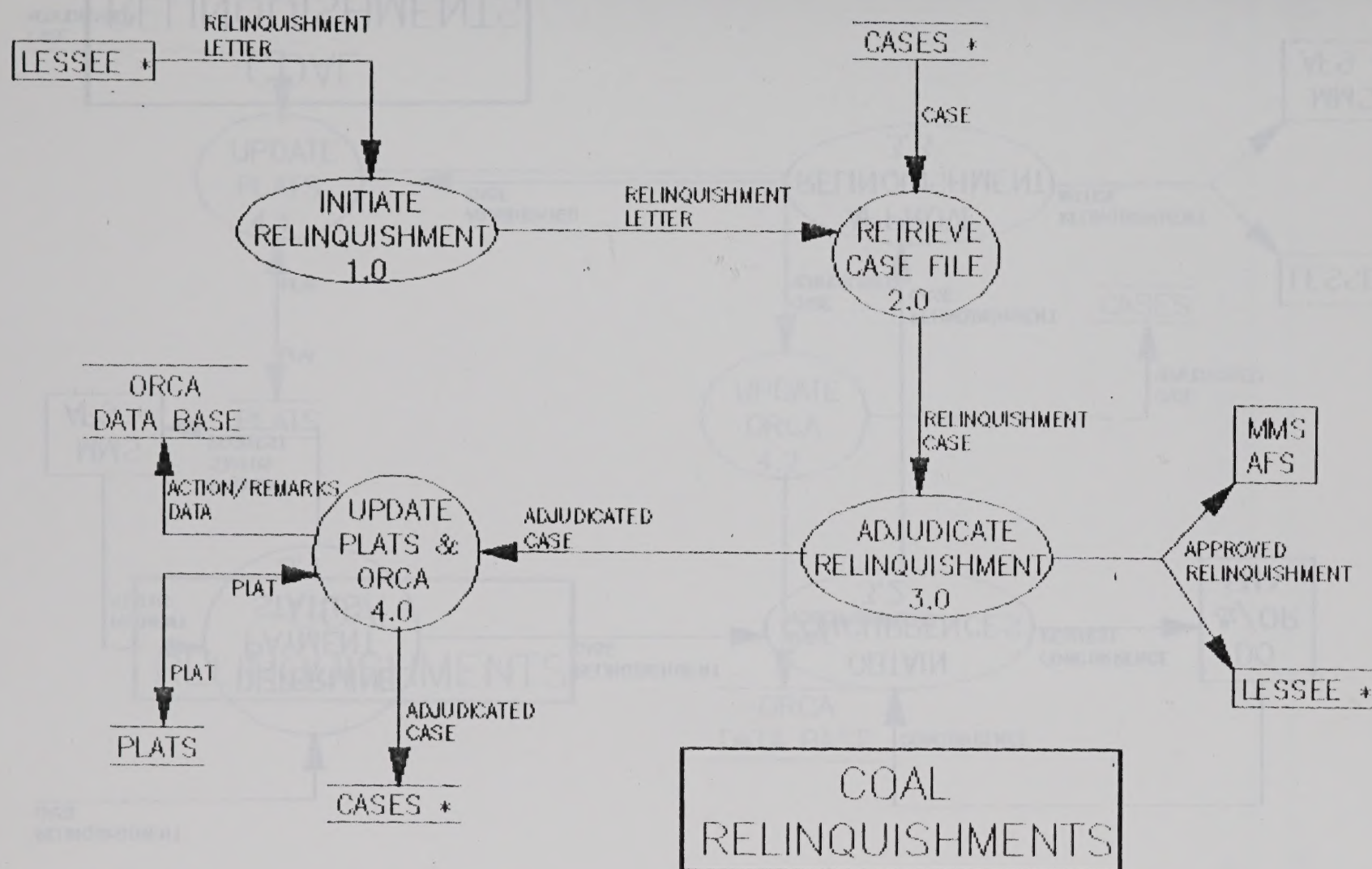
INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	Action/ remarks data  Adjudicated case

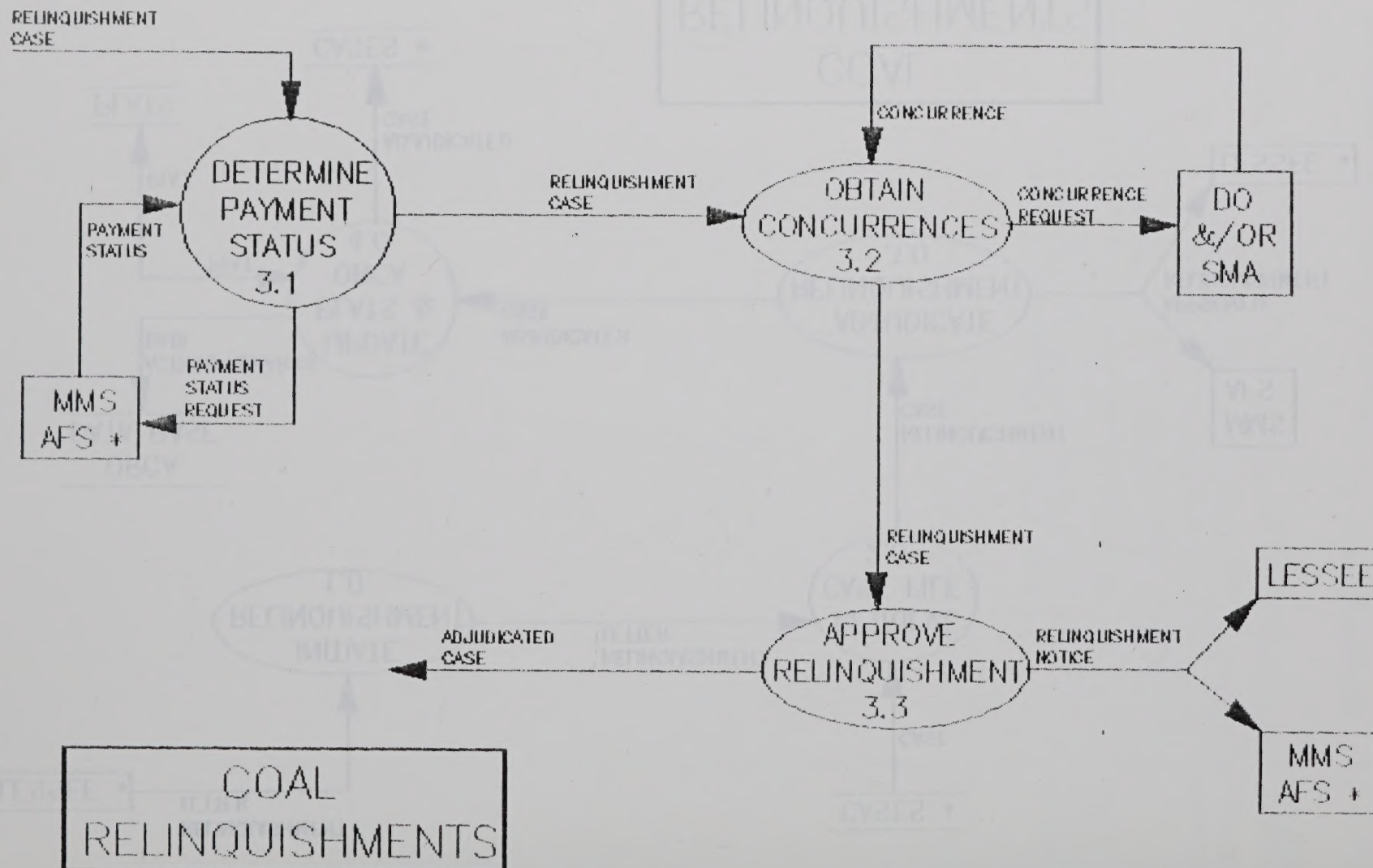
INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System.</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>

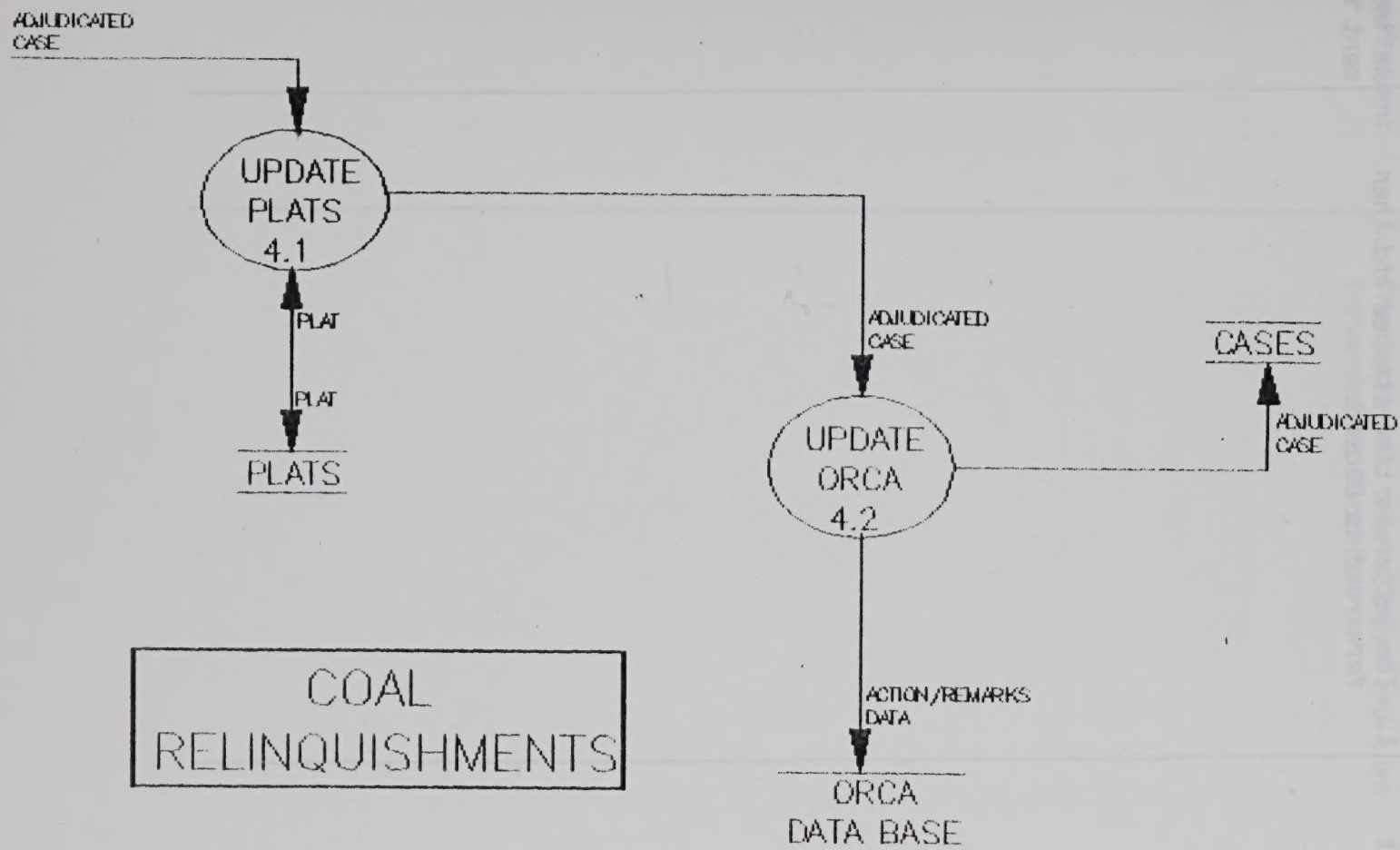












Colorado State Office  
Bubble 1.0 - Initiate Relinquishment

*Coal*  
~~Minerals~~ - Relinquishment

INPUT	PROCESS	OUTPUT
Relinquishment letter	1. The letter is time stamped and then forwarded to Docket.	Relinquishment letter

State Office  
Bubble 1.0 - Initiate Relinquishment

Coal - Relinquishment

INPUT	PROCESS	OUTPUT
Relinquishment letter	1. The letter is time stamped and then forwarded to Docket.	Relinquishment letter



INPUT	PROCESS	OUTPUT
Case Relinquishment letter	<ol style="list-style-type: none"><li>1. The case file is retrieved.</li><li>2. The relinquishment letter is placed in the folder.</li><li>3. The case file is "charged out" to Adjudication.</li></ol>	Relinquish- ment case

State Office  
Bubble 3.1 - Determine Payment Status

Coal - Relinquishment

INPUT	PROCESS	OUTPUT
Relinquishment case	1. A request is sent to MMS asking for the financial status of the lease. MMS is given 30 days to respond to the BLM request.	Payment status request
Payment status	2. MMS provides BLM with information pertaining to the rental and royalty status of the account.  3. The adjudicator informs the lessee by letter if past due monies must be paid before the lease can be relinquished.	Relinquishment case

INPUT	PROCESS	OUTPUT
Relinquishment case	<ol style="list-style-type: none"> <li>1. The district office and/or surface management agencies (SMAs) determine if all terms, conditions, and stipulations in the lease have been complied with.</li> <li>2. The lease site is checked to see that all environmental and reclamation requirements have been met.</li> <li>3. The district office and SMAs either do or do not concur with the relinquishment request.</li> </ol>	Concurrence request
Concurrence	<ol style="list-style-type: none"> <li>4. The adjudicator reviews the concurrence papers and informs the lessee of any conditions that must be corrected.</li> </ol>	Relinquishment case



State Office  
Bubble 3.3 - Approve Relinquishment

Coal - Relinquishment

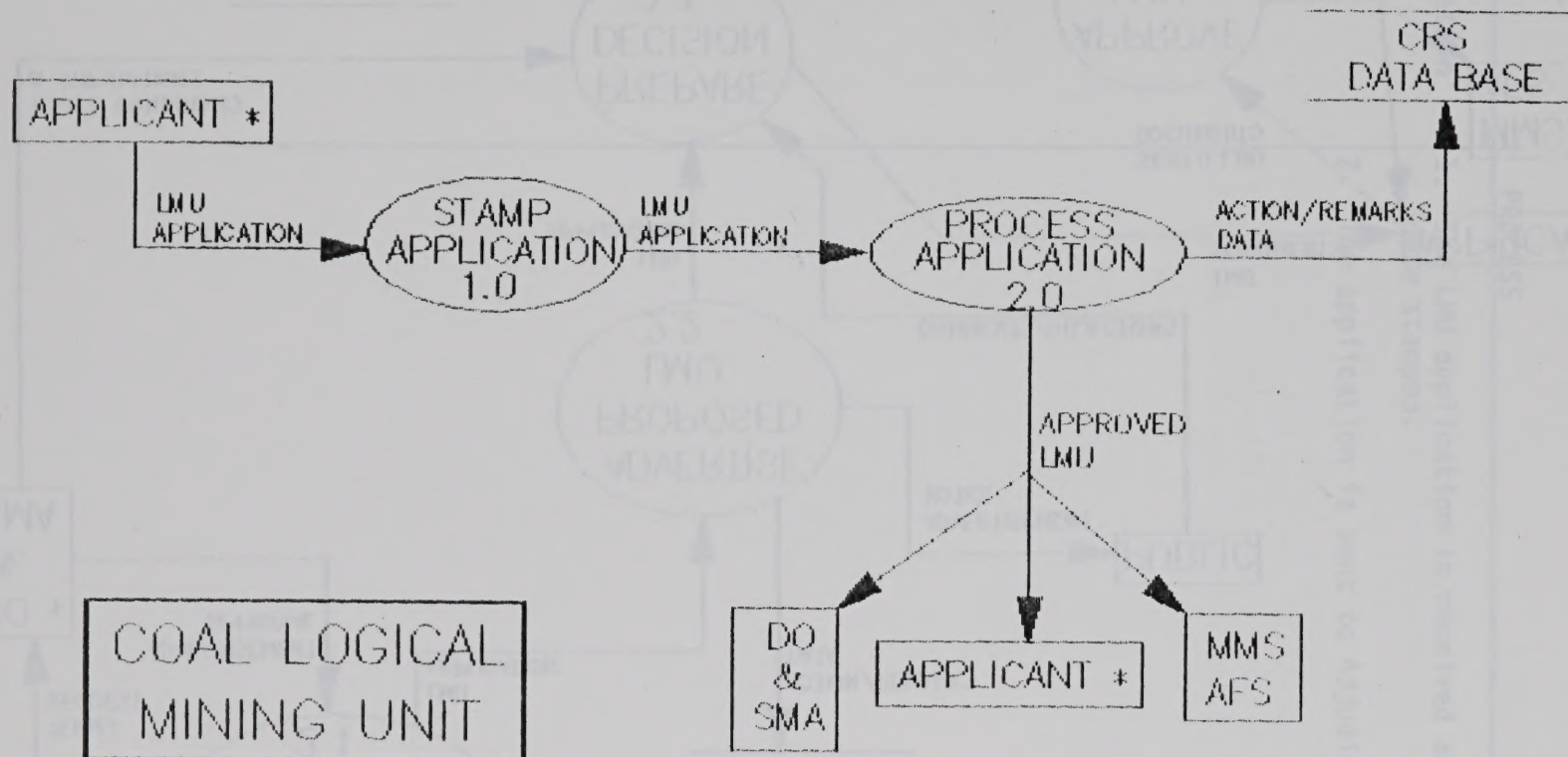
INPUT	PROCESS	OUTPUT
Relinquishment case	<ol style="list-style-type: none"><li>1. The adjudicator informs both the lessee and MMS of the relinquishment.</li><li>2. The adjudicated case is sent to Records via Docket.</li></ol>	<p>Relinquishment notice</p> <p>Adjudicated case</p>

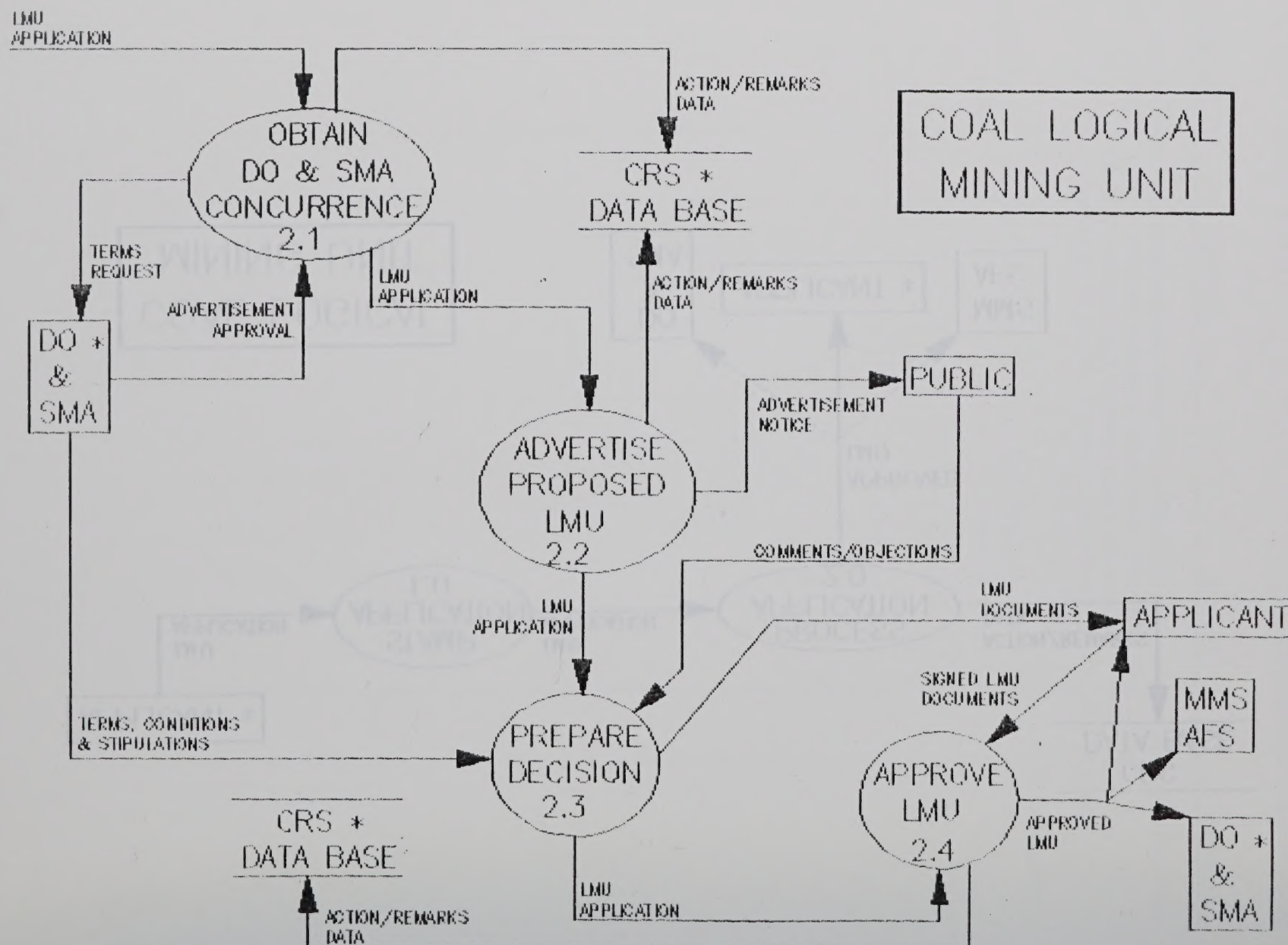
INPUT	PROCESS	OUTPUT
Adjudicated case Plat	<ol style="list-style-type: none"> <li>1. Records pulls the affected plat and makes changes based on information contained in the case file.</li> </ol>	Plats Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> <li data-bbox="401 308 1141 513">1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li> <li data-bbox="401 513 1141 1665">2. The adjudicated case is sent to Docket and filed.</li> </ol>	<p data-bbox="1141 308 1361 513">Action/ remarks data</p> <p data-bbox="1141 513 1361 1665">Adjudicated case</p>











INPUT	PROCESS	OUTPUT
LMU application	<ol style="list-style-type: none"><li>1. The LMU application is received and date stamped.</li><li>2. The application is sent to Adjudication.</li></ol>	LMU application

State Office  
Bubble 2.1 - Obtain DO & SMA Concurrence

Coal - Logical Mining Unit (LMU)

INPUT	PROCESS	OUTPUT
LMU application	1. The adjudicator updates the case recordation/online recordation case access data base.	Action/remarks data
Advertisement approval	2. A request for LMU terms is sent to the district office. The district office initially provides approval for the state office to advertise the proposed formation of an LMU.	LMU application

State Office  
Bubble 2.2 - Advertise Proposed LMU

Coal - Logical Mining Unit (LMU)

INPUT	PROCESS	OUTPUT
LMU application	<ol style="list-style-type: none"> <li>1. The adjudicator updates the case recordation/online recordation case access data base.</li> <li>2. A notice indicating a proposed LMU is prepared and sent to local news papers. A copy is also posted in the state office public room.</li> </ol>	<p>Action/remarks data</p> <p>Advertisement notice</p> <p>LMU application</p>



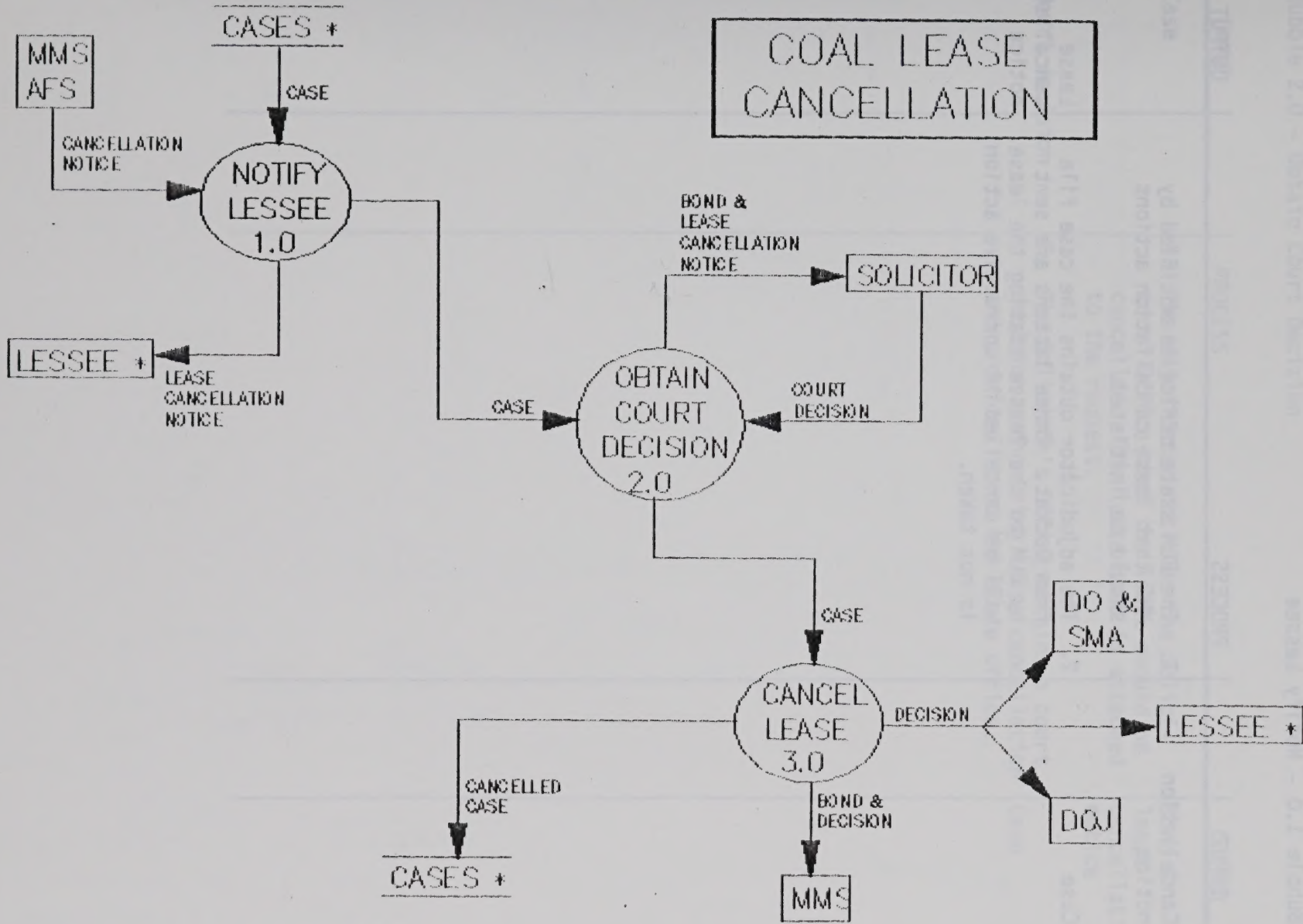
INPUT	PROCESS	OUTPUT
LMU application  Comments/ objections	<ol style="list-style-type: none"><li>1. The adjudicator receives terms, conditions, and stipulations from the district office. Comments and objections are also received from the public.</li><li>2. The adjudicator prepares the decision and LMU documents after reviewing the terms and public comments/objections.</li><li>3. The LMU documents are sent the applicant for signature.</li></ol>	LMU documents  LMU application

INPUT	PROCESS	OUTPUT
LMU application	<ol style="list-style-type: none"> <li>1. The signed LMU documents are returned to the adjudicator. They are sent to the state director for approval/disapproval.</li> <li>2. The adjudicator updates the case recordation/online recordation case access data base based on the state director's decision.</li> <li>3. Copies of the approved LMU are sent to the applicant, MMS-AFS, district office, and surface management agencies.</li> </ol>	Action/remarks data





# COAL LEASE CANCELLATION

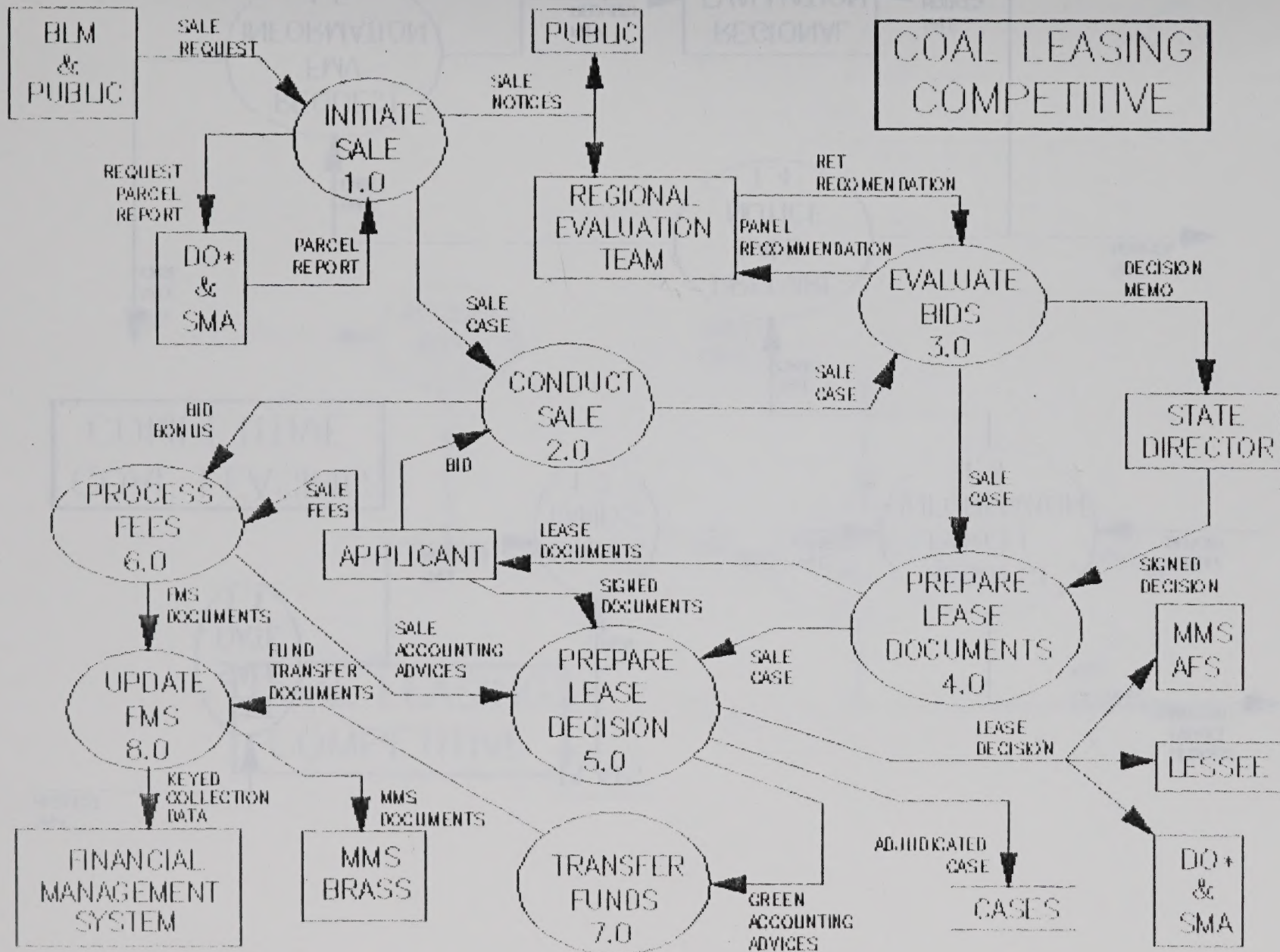


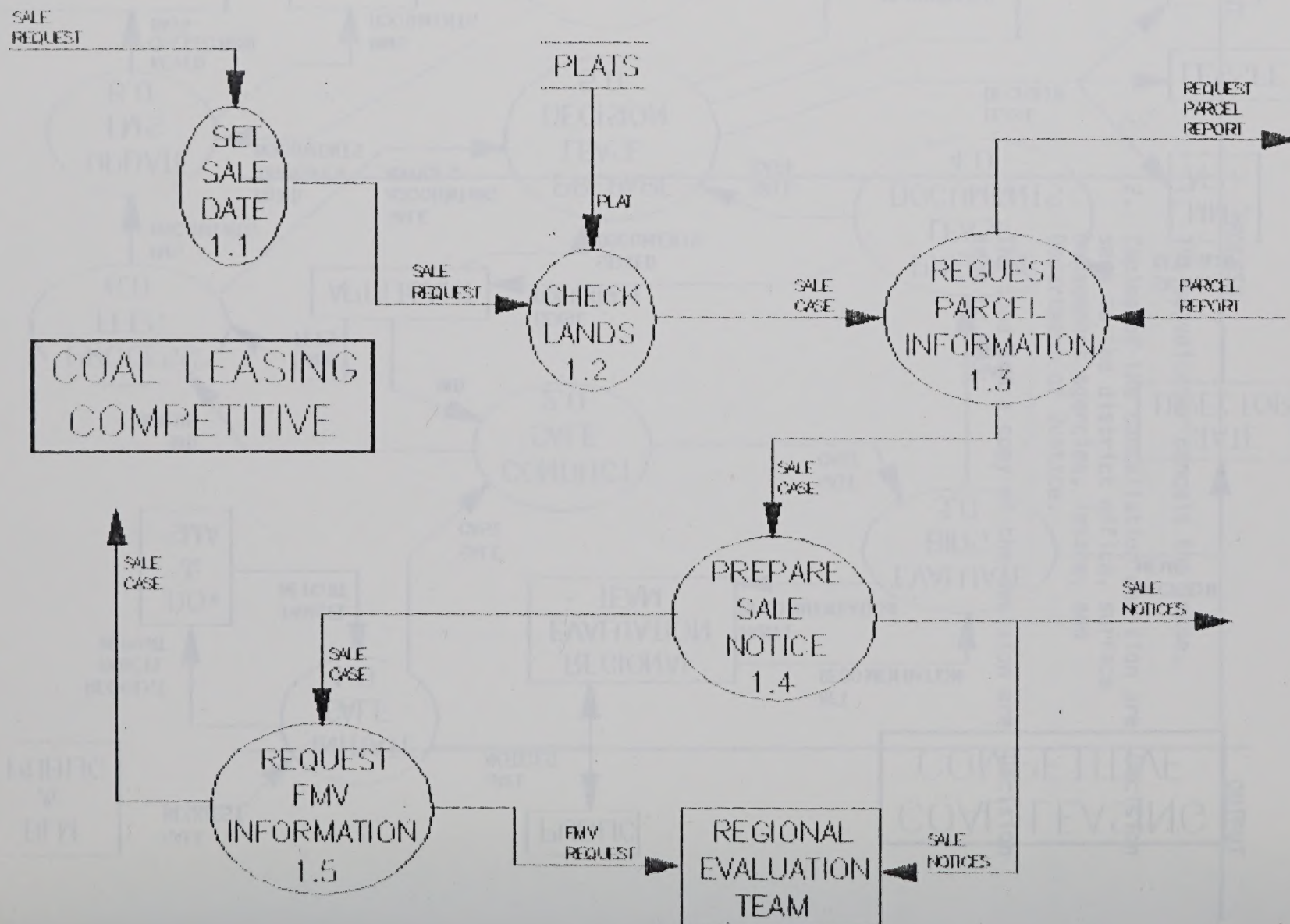
INPUT	PROCESS	OUTPUT
Cancellation notice	1. The BLM state office is notified by MMS that lease cancellation actions should be initiated.	
Case	2. The adjudicator obtains the case file from Docket. Three letters are sent by BLM to the lessee stating the lease will be cancelled if corrective action is not taken.	Lease cancellation notice

INPUT	PROCESS	OUTPUT
Case	1. The adjudicator notifies the Solicitors' Office that the lease should be cancelled. The lease bond is attached to the request.	Bond & lease cancellation notice
Court decision	2. The Solicitor's Office obtains a court decision authorizing lease cancellation and provides it to the state office.	Case

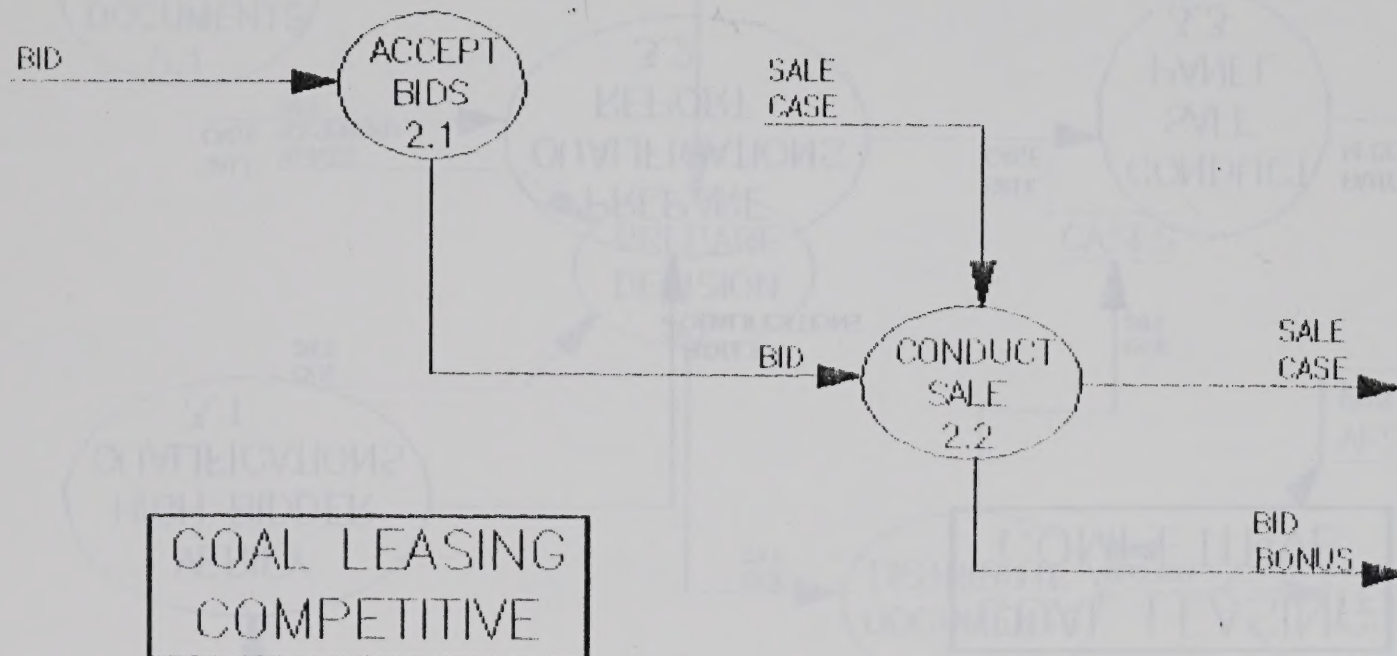


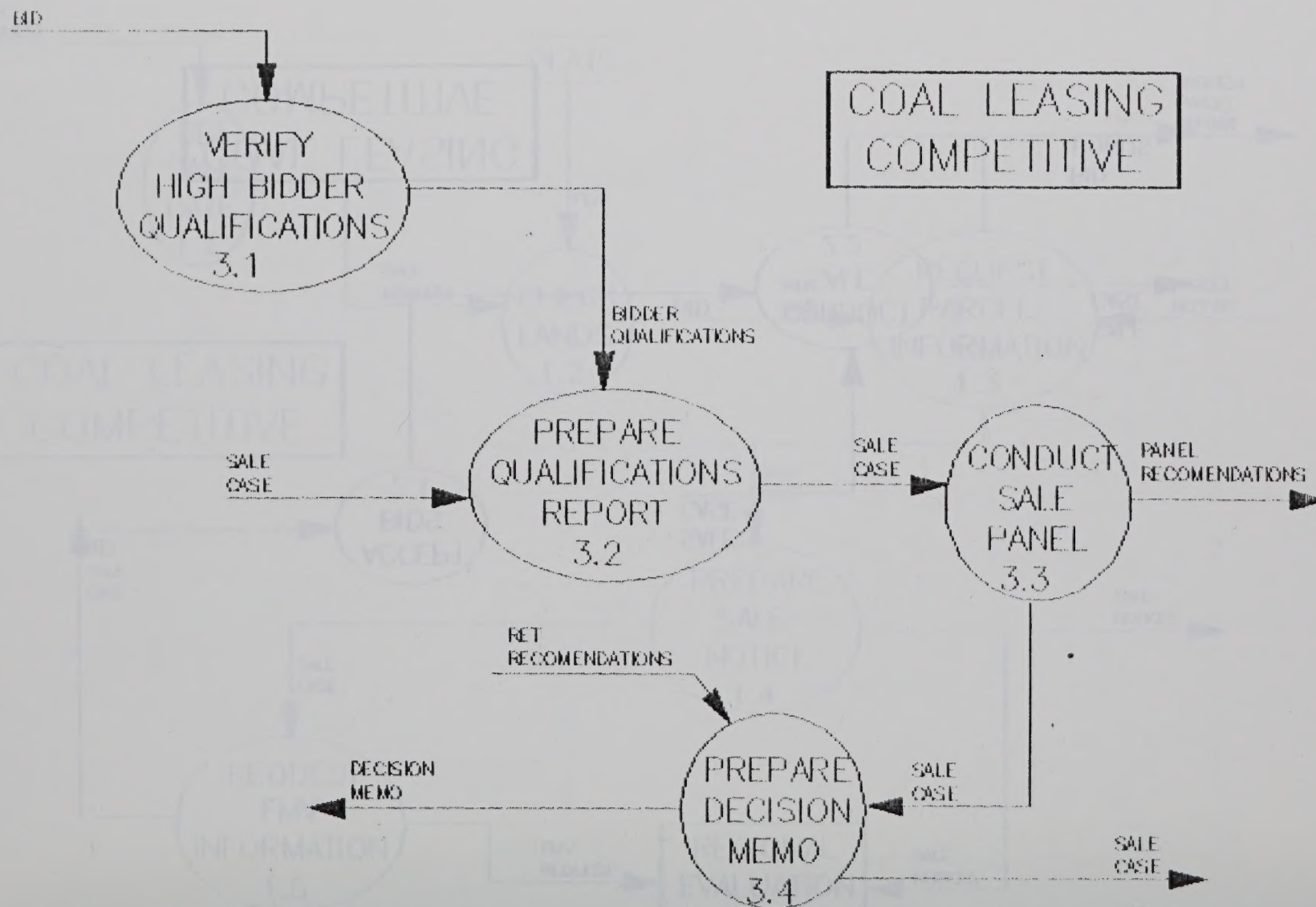
INPUT	PROCESS	OUTPUT
Case	<ol style="list-style-type: none"><li>1. The adjudicator cancels the lease.</li><li>2. Copies of the cancellation decision are sent to the district office, surface management agencies, lessee, and Department of Justice.</li><li>3. The bond and a copy of the decision are sent to MMS.</li></ol>	<p>Decision</p> <p>Decision</p>









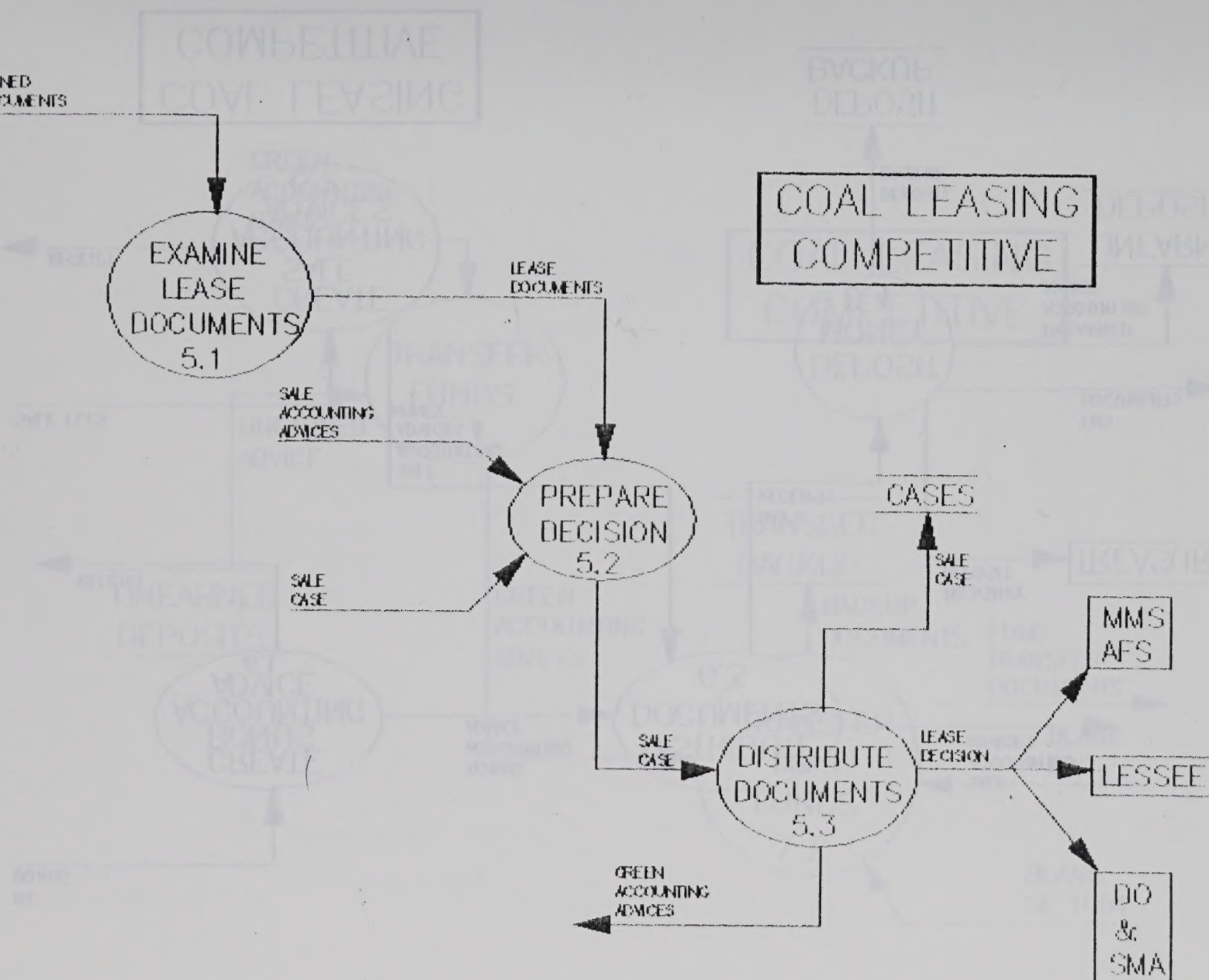


SIGNED  
DOCUMENTSEXAMINE  
LEASE  
DOCUMENTS  
5.1LEASE  
DOCUMENTSSALE  
ACCOUNTING  
ADVICESPREPARE  
DECISION  
5.2SALE  
CASESALE  
CASEDISTRIBUTE  
DOCUMENTS  
5.3GREEN  
ACCOUNTING  
ADVICES

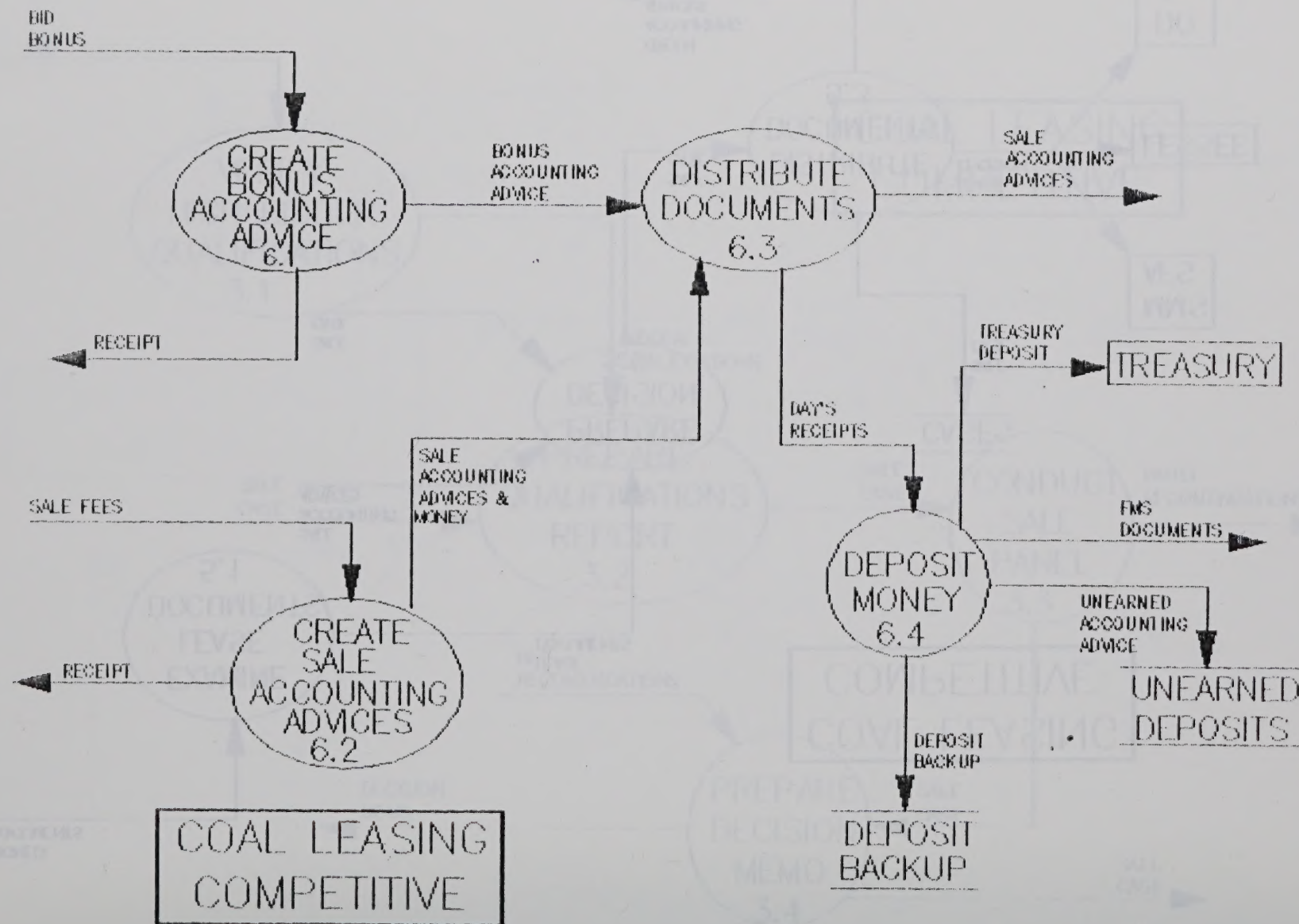
CASES

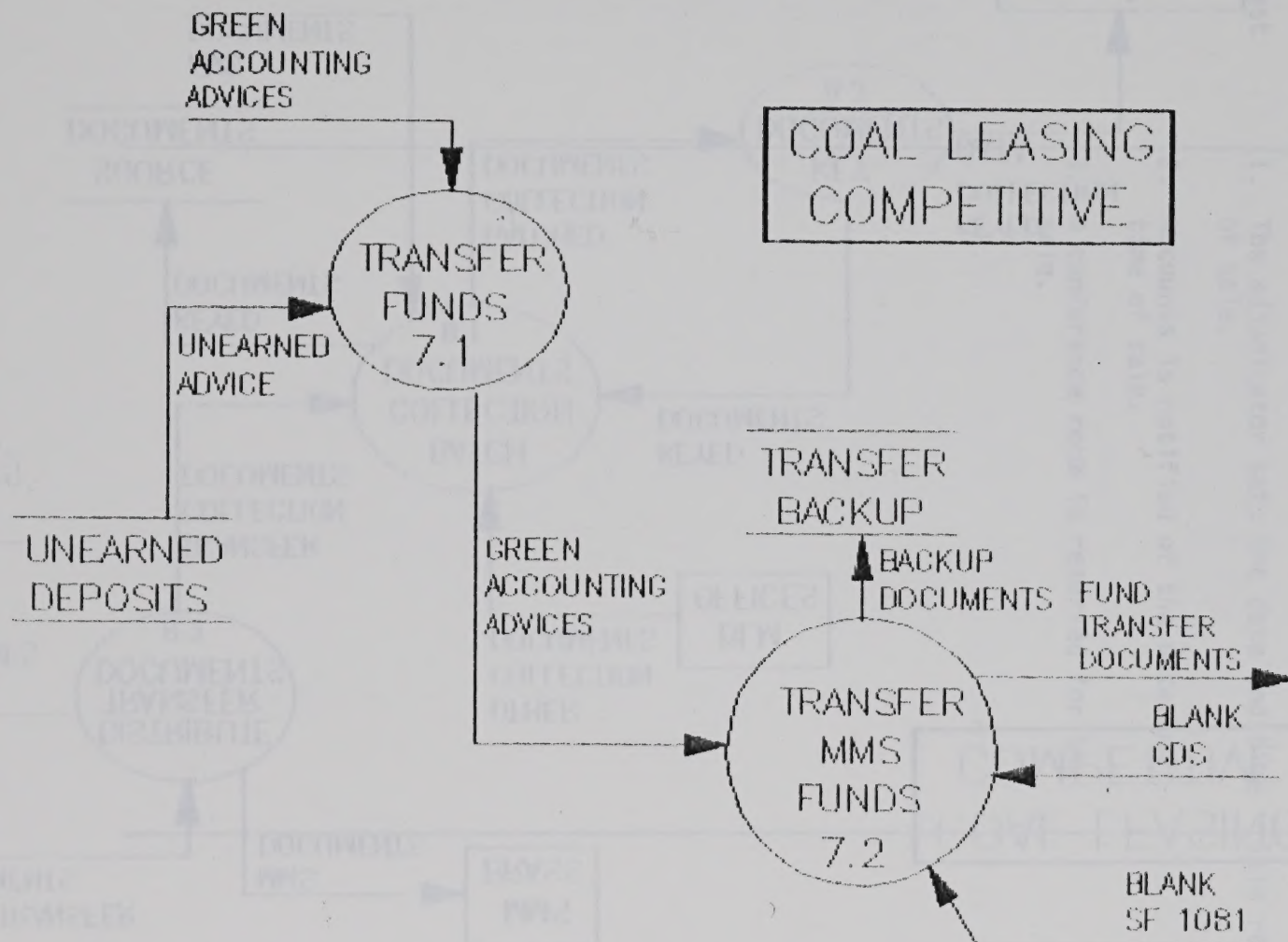
SALE  
CASELEASE  
DECISIONMMS  
AFS

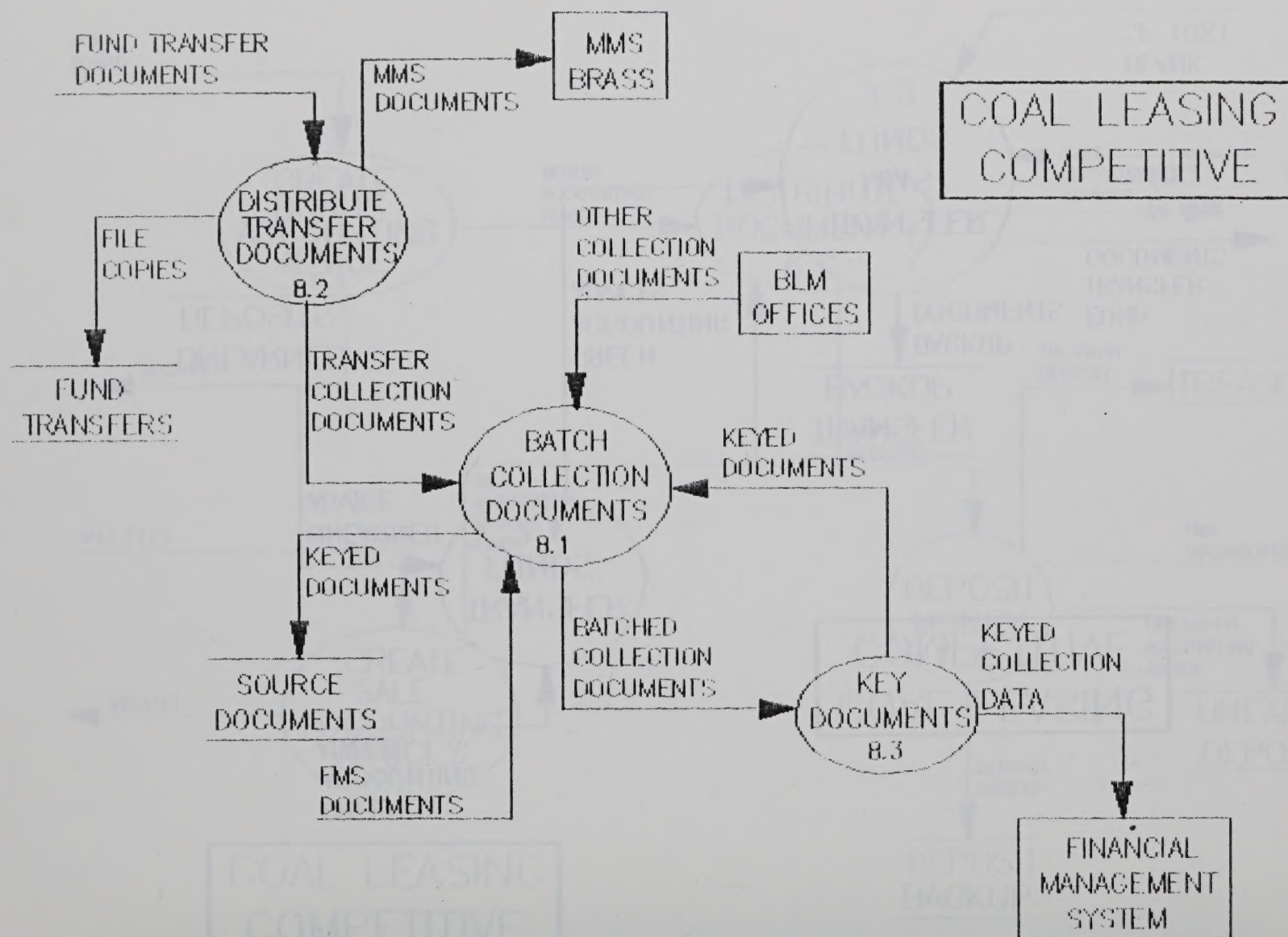
LESSEE

DO  
&  
SMACOAL LEASING  
COMPETITIVE











INPUT	PROCESS	OUTPUT
Sale request	<ol style="list-style-type: none"><li>1. The adjudicator sets the date and time of sale.</li><li>2. Accounts is notified of the date and time of sale.</li><li>3. A conference room is reserved for the sale.</li></ol>	Sale request

INPUT	PROCESS	OUTPUT
Sale request	<ol style="list-style-type: none"> <li data-bbox="523 275 1259 408">1. The adjudicator checks the lands to assure mineral ownership and availability</li> </ol>	Sale case

State Office  
Bubble 1.3 - Request Parcel Information

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Sale case	1. A memo is sent to the district office requesting bonding amounts, royalty amounts, and stipulations for each offered parcel.	Request parcel report
	2. The district office is given a time frame in which to respond.	
Parcel report	3. The district office provides the needed information to the adjudicator.	Sale case



INPUT	PROCESS	OUTPUT
Sale Case	<ol style="list-style-type: none"><li>1. A sale notice that provides the sale date and time and describes the lands being offered is prepared.</li><li>2. "detailed statement of coal sale," which sets forth bidding procedures and describes the coal for sale, is prepared.</li><li>3. The notice and statement are published in both the Federal Register and local newspapers; they are also posted in the state office public room. Copies are sent to individuals on the state office mailing list.</li></ol>	<p>Sale notices</p> <p>Sale case</p>

INPUT	PROCESS	OUTPUT
Sale Case	1. A memo that includes the sale notice and "detailed statement of coal sale" is prepared and sent to the regional evaluation team. The team is asked to determine the fair market value of the coal prior to the sale date.	FMV request  Sale case

State Office  
Bubble 2.1 - Accept Bids

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Bid	1. The lease applicants submit their sealed bids to the state office.	Bid



INPUT	PROCESS	OUTPUT
Bid	1. Sale attendees are registered.	
Sale case	2. Bids are recorded and questions answered.	
	3. Each bid package is verified to ensure it contains a bonus check for 1/5 of the bid.	Sale case
	4. The bonus check is sent to Accounts.	Bid bonus

INPUT	PROCESS	OUTPUT
Bid	1. The qualifications of the high bidder are verified to ensure that the requirements of Section 3 of the Minerals Lands Leasing Act of 1920 are met.	Bidder qualificaitons

State Office  
Bubble 3.2 - Prepare Qualifications Report

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Bidder qualifications	1. The adjudicator prepares a sale qualifications report for the sale panel.	Sale case
Sale case	2. The adjudicator prepares and sends a decision memo to the state director requesting concurrence or non-concur- rence with the sale recommendations. It includes the sale panel and ACT recommendations.	Decision memo
		Sale case



INPUT	PROCESS	OUTPUT
Sale case	1. A sale panel is convened. A copy of their recommendations is sent to the regional evaluation team.	Panel recommendations

INPUT	PROCESS	OUTPUT
<p>Sale Case</p> <p>RET recommendation</p>	<ol style="list-style-type: none"> <li data-bbox="420 302 1156 480">1. The regional evaluation team (RET) submits their fair market value appraisal and recommends acceptance or rejection of the bids.</li> <li data-bbox="420 480 1156 684">2. The adjudicator prepares and sends a decision memo to the state director requesting concurrence or non-concurrence with the sale recommendations. It includes the sale panel and RET recommendations.</li> </ol>	<p>Decision memo</p> <p>Sale case</p>

INPUT	PROCESS	OUTPUT
Sale case Signed decision	<ol style="list-style-type: none"> <li>1. The adjudicator prepares lease forms and stipulations*. These are sent to the applicant with a request for the bond, the balance of bonus bid, the first year's rental, and the prorated share of the advertising costs.</li> <li>2. The applicant is given 30 days to sign the lease forms and send the necessary sale fees.</li> </ol> <p>* These actions are taken if the state director approves the sale. If the offer is rejected a rejection decision is prepared and sent to the bidder. Accounts is authorized to refund the 1/5 bonus bid.</p>	<p>Lease documents</p> <p>Sale case</p>



State Office  
Bubble 5.1 - Examine Lease Documents

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Signed documents	<ol style="list-style-type: none"> <li>1. The applicant submits the signed lease forms. The forms are examined to ensure that each has been correctly executed.</li> </ol>	Lease documents

INPUT	PROCESS	OUTPUT
Lease documents  Sale accounting advices	<p>1. The adjudicator receives the sale accounting advices from Accounts. The advices are completed and the lease decision is prepared.</p> <p>2. The applicant is given 30 days to sign the lease form and send the necessary sale fees.</p> <p>* These actions are taken if the state director approves the sale. If the offer is rejected a rejection letter is prepared and sent to the bidder. Accounts is authorized to refund the bid.</p>	<p>Sale case</p> <p>Sale case</p>

State Office  
Bubble 5.3 - Distribute Documents

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Sale case	<ol style="list-style-type: none"><li>1. The gold copies of the sale accounting advices are placed in the case folder. The case folder is filed.</li><li>2. The green copies of the sale accounting advices are sent to Accounts.</li><li>3. Copies of the lease decision are sent to MMS-AFS, the lessee, the district office, and the six/acre management agency.</li></ol>	<p>Adjudicated case</p> <p>Green accounting advices</p> <p>Lease decision</p>



INPUT	PROCESS	OUTPUT
Bod bonus	<ol style="list-style-type: none"><li>1. The 1/5 bonus is received from the sale.</li><li>2. An accounting advice that indicates the bonus received is prepared by Accounts.</li><li>3. A copy of the accounting advice is returned to the applicant as a receipt.</li></ol>	<p>Bonus accounting advice</p> <p>Receipt</p>

State Office  
Bubble 6.2 - Create Sale Accounting Advices

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Sale fees	<ol style="list-style-type: none"> <li>1. Accounts receives the first year rental, balance of bonus, and advertising fees.</li> <li>2. An accounting advice indicating the amount of money received is prepared.</li> <li>3. Copies of the accounting advices are returned to the lessee as a receipt.</li> </ol>	<p>Sale accounting advices &amp; money</p> <p>Receipt</p>

INPUT	PROCESS	OUTPUT
Bonus accounting advice	1. The green and gold copies of the sale accounting advices are sent to the adjudicator processing the case.	Rental accounting advice
Sale accounting advices & money	2. Money received and the remaining copies of the accounting advices are sent to Accounts.	Day's receipts



INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> <li>6. The white copy of the accounting advice is filed in an unearned deposit notebook.</li> </ol>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p> <p>Unearned accounting advice</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (rental and bond).	
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices

State Office  
Bubble 7.2 - Transfer MMS Funds

Coal Leasing - Competitive

INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Fund transfer documents



INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

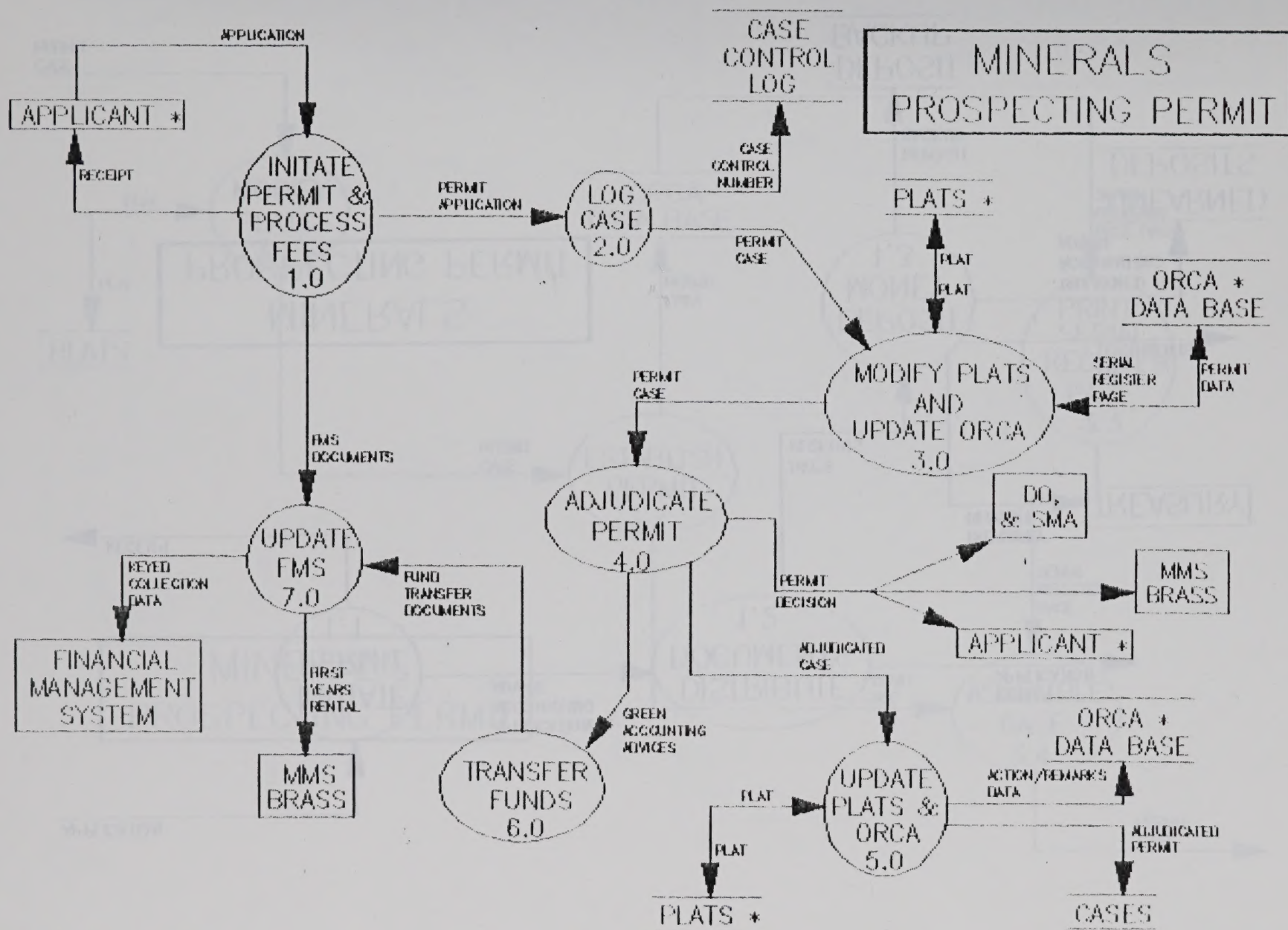
Service Center  
Bubble 8.2 - Distribute Transfer Documents

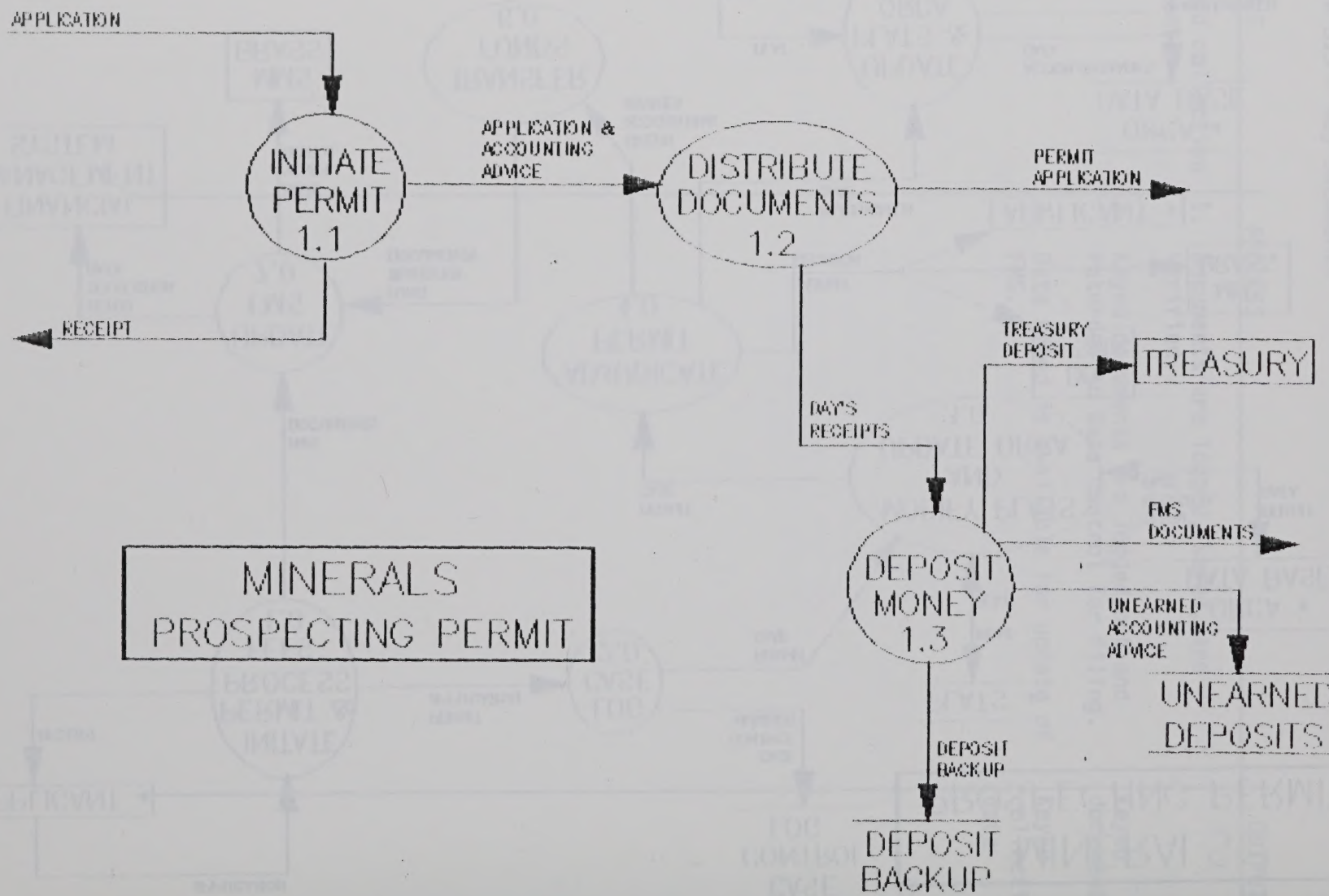
Coal Leasing - Competitive

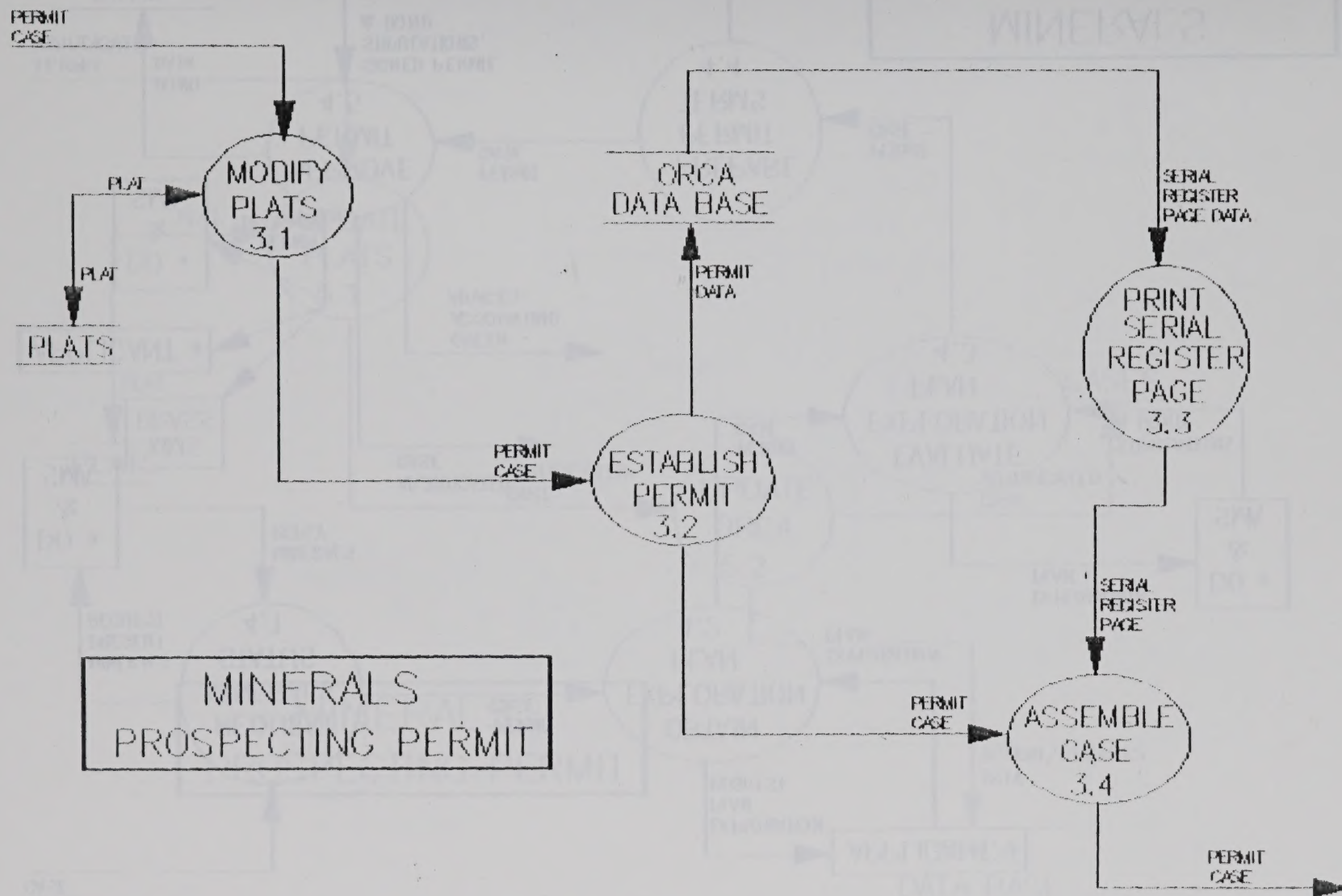
INPUT	PROCESS	OUTPUT
Fund transfer documents	<ol style="list-style-type: none"> <li>1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.</li> <li>2. Copies of the SF 1081 and green accounting advices are sent to MMS.</li> <li>3. Copies of the SF 1081 and CDS are filed.</li> <li>4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.</li> </ol>	<p>MMS documents</p> <p>File copies</p> <p>Transfer collection documents</p>

INPUT	PROCESS	OUTPUT
Batched collection documents	1. Documents are logged, keyed, and verified.	
	2. Keyed documents are logged out and returned to Data Control for filing.	Keyed documents
	3. Data keyed is available for update of FMS.	Keyed collection data

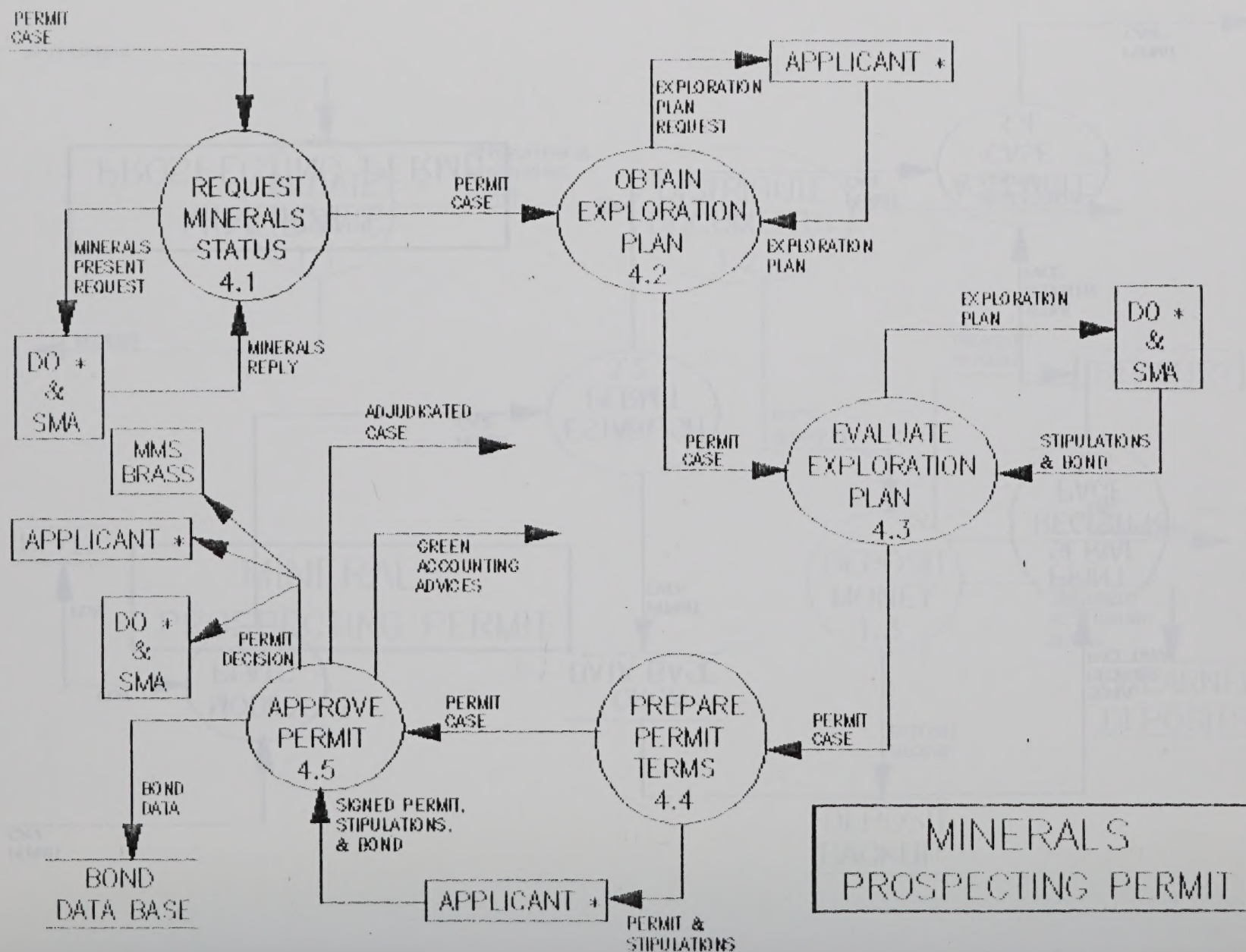


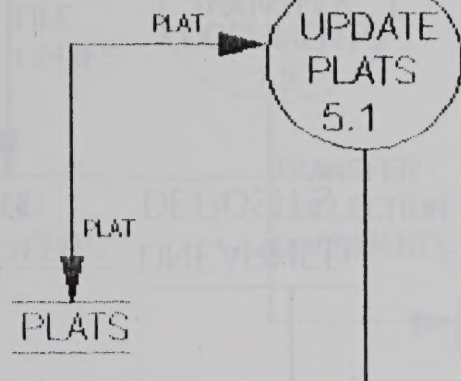




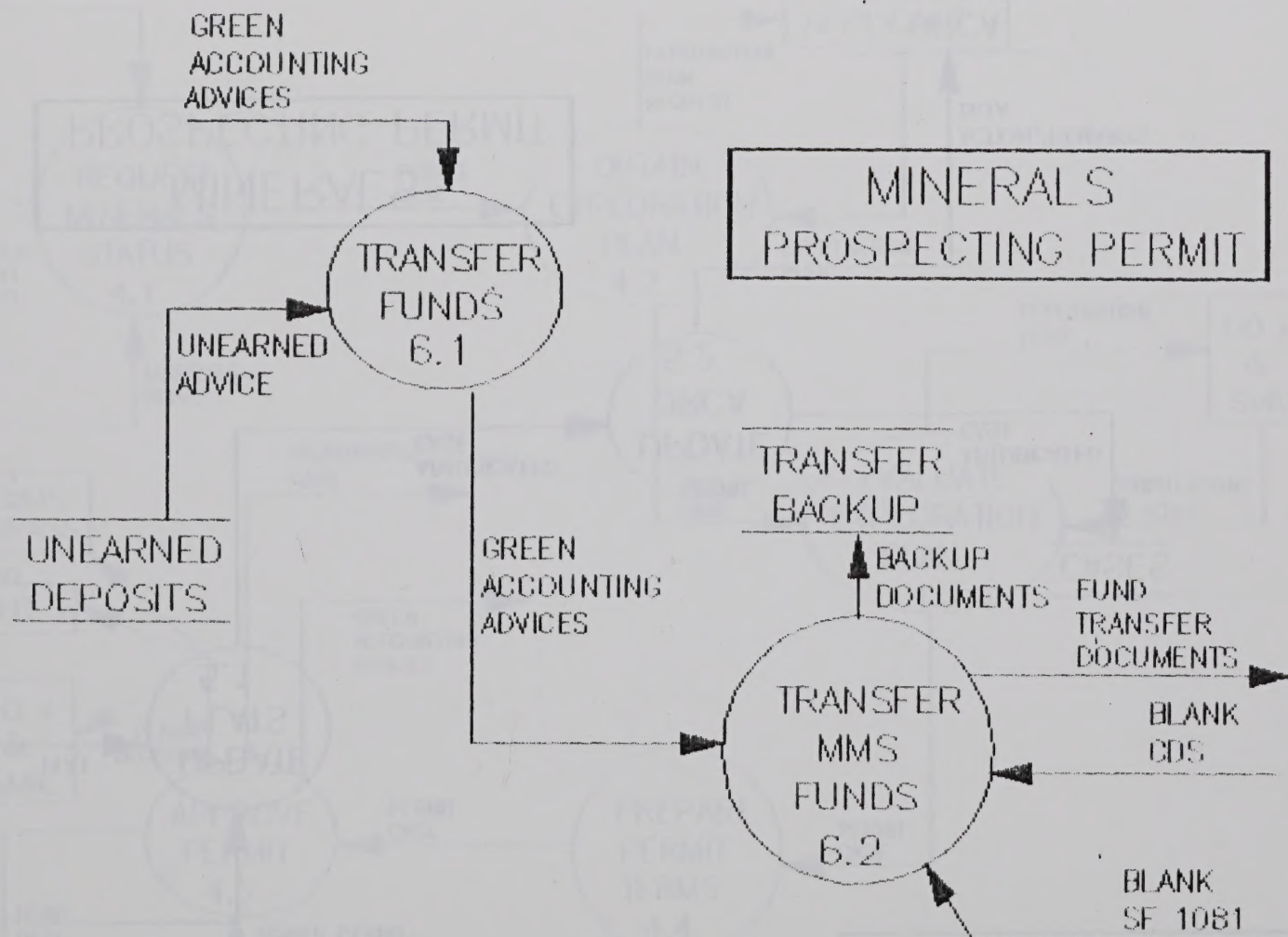




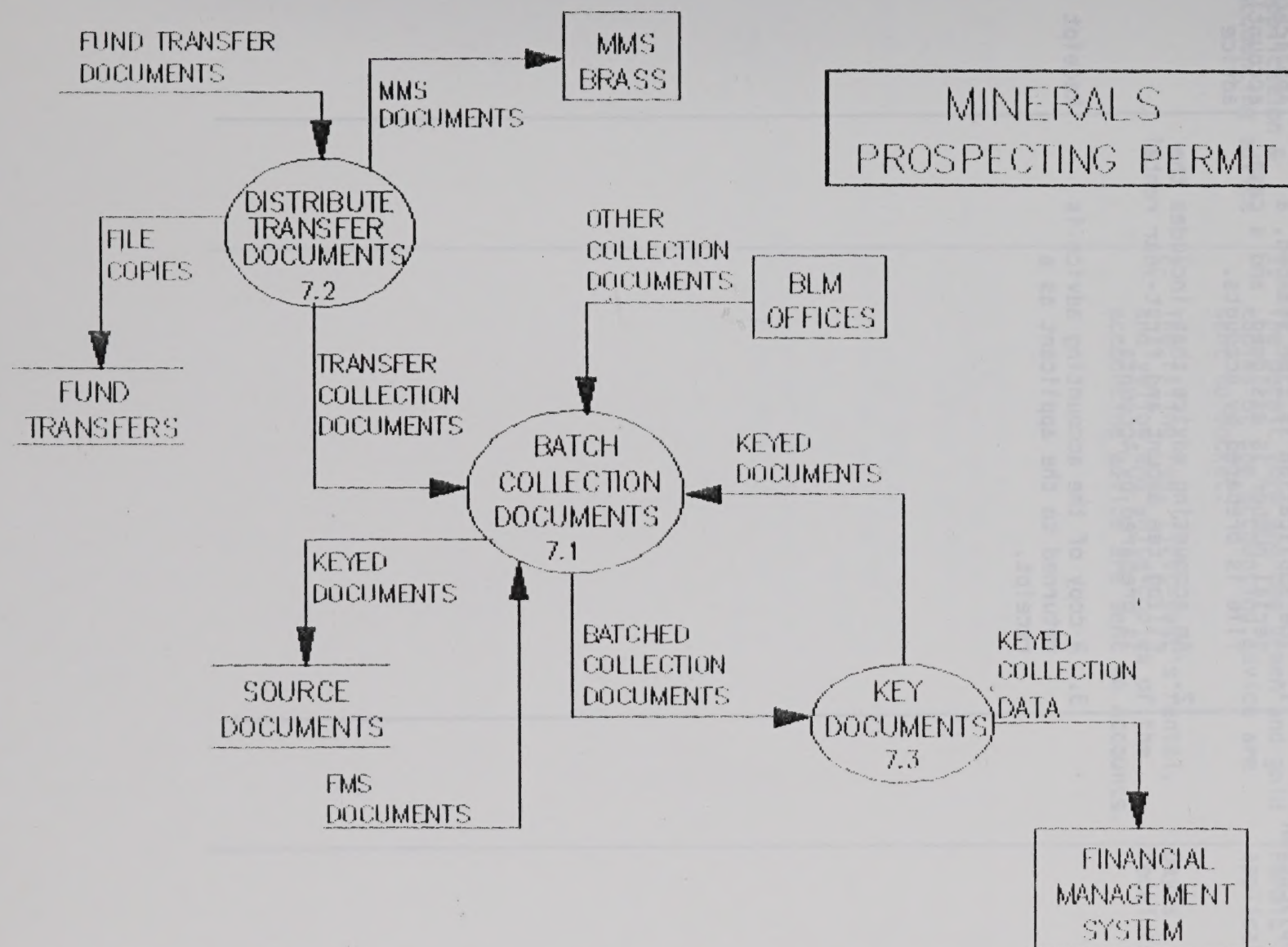


ADJUDICATED  
PERMIT

MINERALS  
PROSPECTING PERMIT







INPUT	PROCESS	OUTPUT
Application	<ol style="list-style-type: none"> <li>1. The application is time stamped, a serial number is assigned, and a case file is prepared by Accounts.</li> <li>2. An accounting advice that includes the filing fee amount and first-year rental is prepared by Accounts.</li> <li>3. A copy of the accounting advice is returned to the applicant as a receipt.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Receipt</p>

State Office  
Bubble 1.2 - Distribute Documents

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Application & accounting advice	<ol style="list-style-type: none"> <li>1. The permit form and the green and gold copies of the accounting advice are sent to Docket.</li> <li>2. The filing fee, first-year's rental, and yellow and white copies of the accounting advice are sent to Accounts.</li> </ol>	<p>Permit application</p> <p>Day's receipts</p>



INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.	
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit back-up
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents
	6. The white copy of the accounting advice is filed in an unearned deposit note-book.	Unearned accounting advice

INPUT	PROCESS	OUTPUT
Permit application	<ol style="list-style-type: none"><li>1. The case number is entered into the case control log.</li><li>2. The case is "charged out" to Records.</li></ol>	<p>Case control number</p> <p>Permit case</p>

INPUT	PROCESS	OUTPUT
Plat	1. The plat pertaining to the application is obtained from the plat books and is updated and reproduced.	
Permit case	2. Copies of the updated plat are placed in the case file.	Permit case
	3. The original plat is refiled in the plat books.	Plat
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit back-up
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	SC documents
	6. The white copy of the accounting advice is filed in an undated deposit notebook.	Undated accounting advice



State Office  
Bubble 3.2 - Establish Permit

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Permit case	1. Data from the accounting advice, case folder, and permit application are used to establish a new case in the ORCA (Online Recordation Case Access) data base.	Permit data  Permit case

INPUT	PROCESS	OUTPUT
Serial register page data	1. A copy of the serial register page is printed and data is verified against the permit application and accounting advice.	Serial register page

INPUT	PROCESS	OUTPUT
Permit case  Serial register page	1. The case file is assembled and sent to adjudication through Docket.	Permit case



INPUT	PROCESS	OUTPUT
Permit case	1. The district office or surface management agency (SMA) is asked to determine if minerals of value* are available at the proposed prospecting site.	Minerals present request
Minerals reply	2. The district office and SMA determine if minerals of value are present and inform the state office of their findings.  3. If minerals of value are found, the permit is rejected.  * Minerals of value are recoverable minerals known to exist in commercial quantities on the proposed permit site. If minerals of value exist competitive lease procedures must be followed. If they are not known to exist the prospecting permit can be issued.	Permit case

State Office  
Bubble 4.2 - Obtain Exploration Plan

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Permit case	1. The applicant is required to provide the state office with an exploration plan.	Exploration plan request
Exploration plan	2. When received, the exploration plan is added to the permit file.	Permit case

State Office  
Bubble 4.3 - Evaluate Exploration Plan

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Permit case	1. The application plan is sent to the district office (DO) and/or surface management agency (SMA). The DO and SMA evaluate the plan, recommend approval/disapproval, and prepare stipulations and bonding requirements.	Exploration plan
Stipulations and bond	2. The bonding requirements and stipulations are added to the case file.	Permit case



State Office  
Bubble 4.4 - Prepare Permit Terms

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Permit case	1. The adjudicator prepares the permit terms. The permit, terms, bonding requirements, and stipulations are sent to the applicant for review, acceptance, and signature.	Permit and stipulations  Permit case

INPUT	PROCESS	OUTPUT
Permit case  Signed permit, stipulation, and bond	<ol style="list-style-type: none"> <li>1. The signed permit and stipulations are used to issue an approved permit.</li> <li>2. Based on permit decisions reached, the green and gold copies of the accounting advice are completed by the adjudicator.</li> <li>3. The gold accounting advice copy is placed in the case file. The file is then sent to Records.</li> <li>4. The green accounting advice is sent to Accounts.</li> <li>5. Bond data is entered into the ALMRS bond data base.</li> </ol>	Permit decision     Adjudicated case   Green accounting advices  Bond data

State Office  
Bubble 5.1 - Update Plats

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
<p>Adjudicated case</p> <p>Plat</p>	<p>1. The plat is pulled, updated as required, and refiled.</p>	<p>Plat</p> <p>Adjudicated case</p>



INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of prospecting permit actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (unearned, filing fee, etc.)	
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices

INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Funds transfer documents



Service Center  
Bubble 7.1 - Batch Collection Documents

Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The fund transfer documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and green accounting advices are sent to MMS.	MMS documents
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents

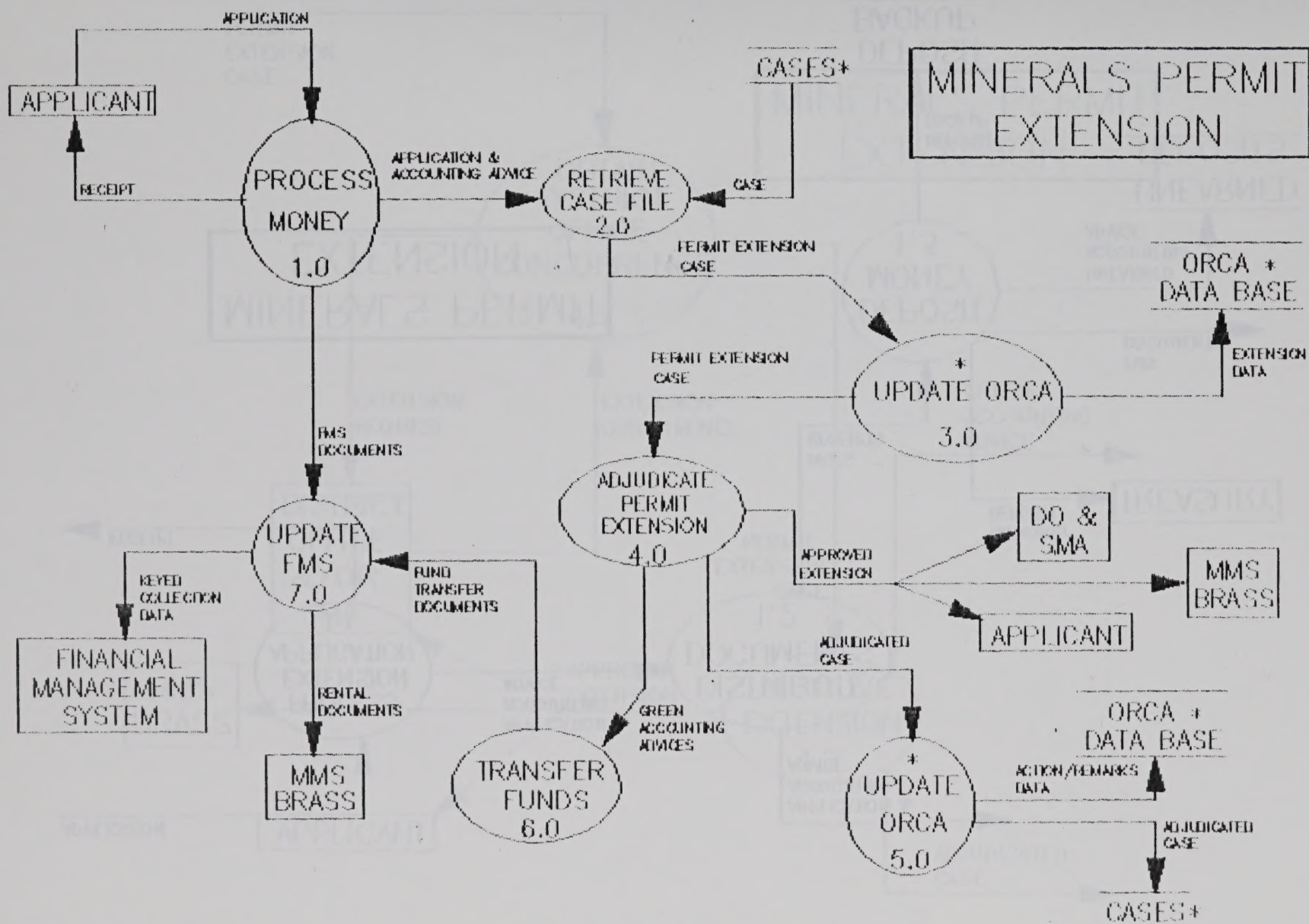
Service Center  
Bubble 7.3 - Key Documents

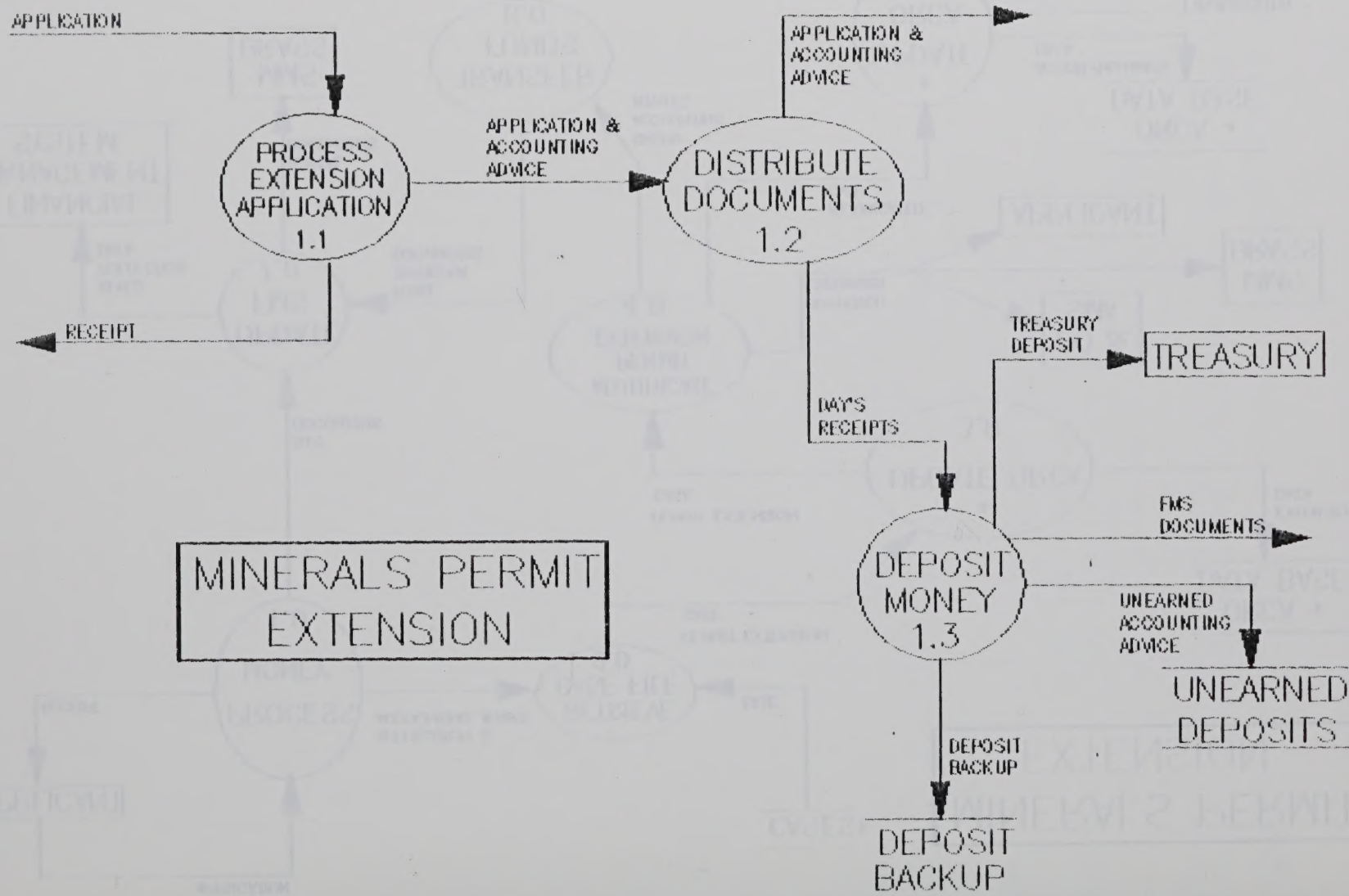
Minerals - Prospecting Permit

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System.</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>

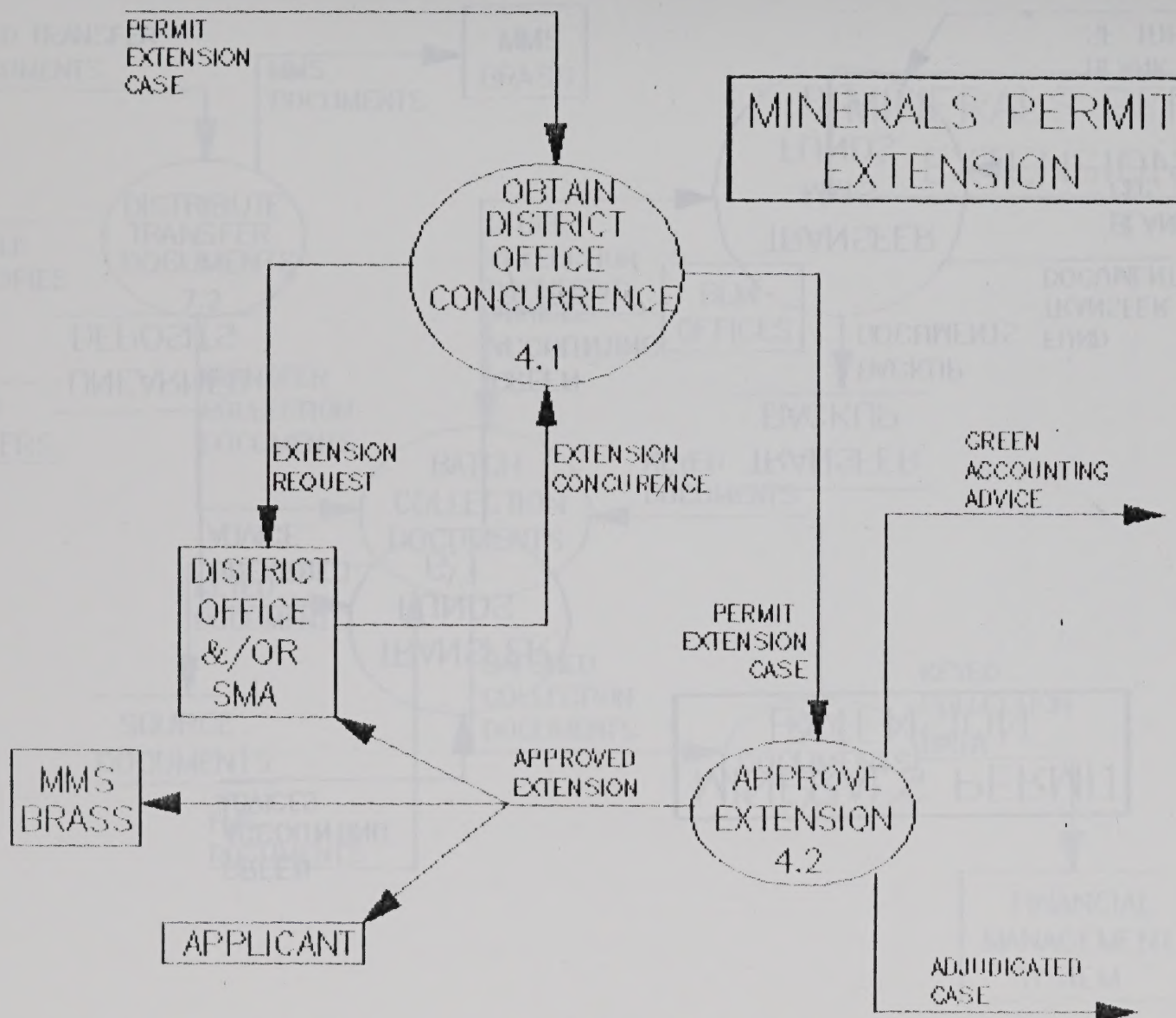


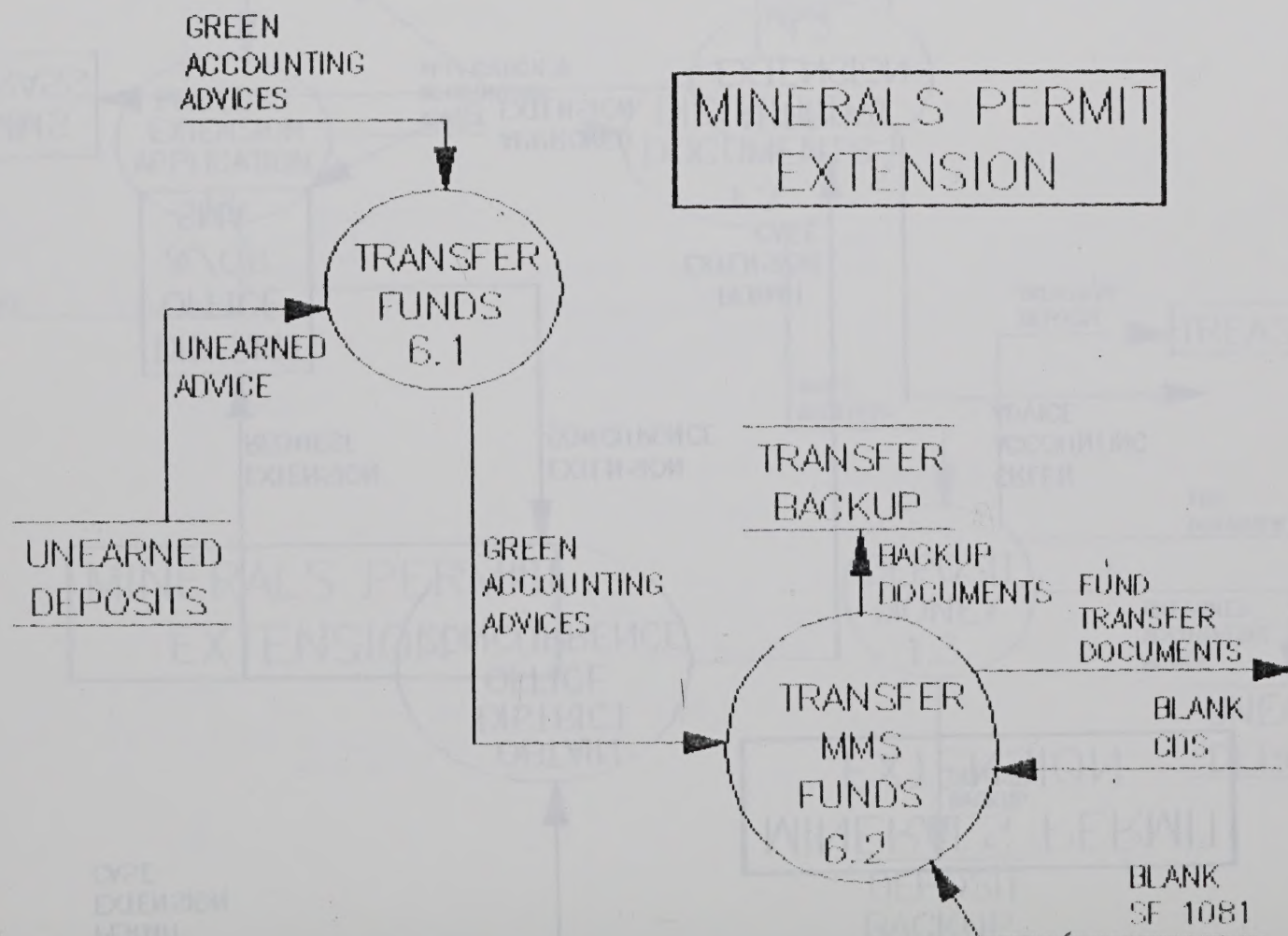




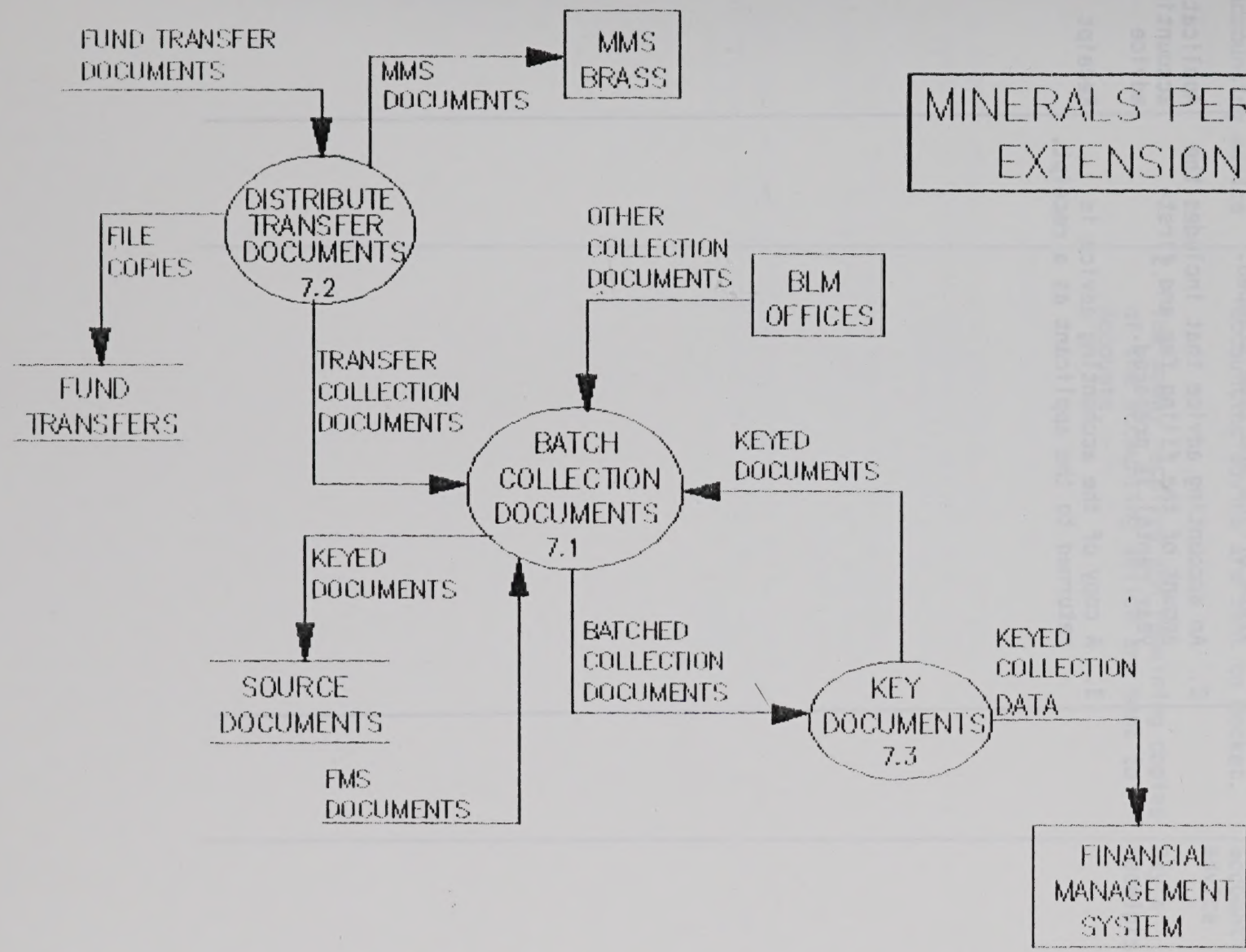








# MINERALS PERMIT EXTENSION





State Office  
Bubble 1.1 - Process Extension Application

Minerals - Permit Extension

INPUT	PROCESS	OUTPUT
Application	<ol style="list-style-type: none"> <li>1. The application is received at the state office and time stamped.</li> <li>2. An accounting advice that includes the amount of the filing fee and first-year rental is prepared.</li> <li>3. A copy of the accounting advice is returned to the applicant as a receipt.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Receipt</p>

INPUT	PROCESS	OUTPUT
Application & accounting advice	<ol style="list-style-type: none"> <li>1. The application and two copies of the accounting advice are sent to Docket.</li> <li>2. The money received and remaining copies of the accounting advice are sent to Accounts.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Day's receipts</p>

INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.	
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit backup
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents
	6. The white copy of the accounting advice is filed in an unearned deposits notebook.	Unearned accounting advice



INPUT	PROCESS	OUTPUT
Case  Application & accounting advice	<ol style="list-style-type: none"> <li>1. The case file is retrieved.</li> <li>2. The application and accounting advices are placed in the case folder.</li> <li>3. The case file is "charged out" to Records.</li> </ol>	Permit extension case

INPUT	PROCESS	OUTPUT
Permit extension case	<ol style="list-style-type: none"> <li data-bbox="540 318 1255 451">1. The ORCA (Online Recordation Case Access) system is updated (action code, dates, remarks) to indicate that a permit extension has been requested.</li> <li data-bbox="540 482 1255 543">2. The permit extension case is sent to an adjudicator.</li> </ol>	<p data-bbox="1273 318 1472 380">Action/remarks data</p> <p data-bbox="1273 482 1422 574">Permit extension case</p>

State Office  
Bubble 4.1 - Obtain District Office Concurrence

Minerals - Permit Extension

INPUT	PROCESS	OUTPUT
Permit extension case	1. The permit extension application is sent to the district office for review and concurrence.	Extension request
Extension concurrence	2. The district office either concurs or does not concur with the request. Reasons are provided.  3. A nonconcurrence will result in the application being denied and the first-year's rental being refunded.  Note: Any changes in terms, conditions, or stipulations will require signed acceptance by the applicant. This action is not shown on the data flow diagram.	Permit extension case



INPUT	PROCESS	OUTPUT
Permit extension case	<ol style="list-style-type: none"><li>1. The application, following review and with district office concurrence, is approved for a two- or four-year period.</li><li>2. Based on extension decisions reached, the green and gold copies of the accounting advice are completed by the adjudicator.</li><li>3. The gold accounting advice copy is placed in the case file. The file is sent to records.</li><li>4. The green accounting advice is sent to accounts.</li></ol>	<p>Approved extension</p> <p>Adjudicated case</p> <p>Green accounting advice</p>

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action code, dates, remarks) to indicate that an exploration permit has been extended.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (unearned, filing fee, etc.)	
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks.	Green accounting advices



INPUT	PROCESS	OUTPUT
Green accounting advices	1. A Collection Data Sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS and green accounting advices are sent to the SC Division of Finance.	Fund transfer documents

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center  
Bubble 7.2 - Distribute Transfer Documents

Minerals - Permit Extension

INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The fund transfer documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and green accounting advices are sent to MMS.	MMS documents
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents



Service Center  
Bubble 7.3 - Key Documents

Minerals - Permit Extension

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System (FMS).</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>

APPLICATION  
RENEWAL

LESSEE \*

RECEIPT

INITIATE  
RENEWAL  
AND  
PROCESS  
MONEY  
1.0

APPLICATION &  
ACCOUNTING ADVICE

RETRIEVE  
CASE FILE  
2.0

CASES+

CASE

MINERALS RENEWAL  
(BY LESSEE)

RENEWAL  
CASE

ADJUDICATE  
LEASE  
3.0

FMS  
DOCUMENTS

UPDATE  
FMS  
6.0

KEYED  
COLLECTION  
DATA

FINANCIAL  
MANAGEMENT  
SYSTEM

FUND  
TRANSFER  
DOCUMENTS

MMS  
DOCUMENTS

MMS  
BRASS

TRANSFER  
FUNDS  
5.0

GREEN  
ACCOUNTING  
ADVICE

APPROVED  
RENEWAL

MMS  
AFS

DO  
SMA  
OSM

LESSEE \*

ADJUDICATED  
CASE

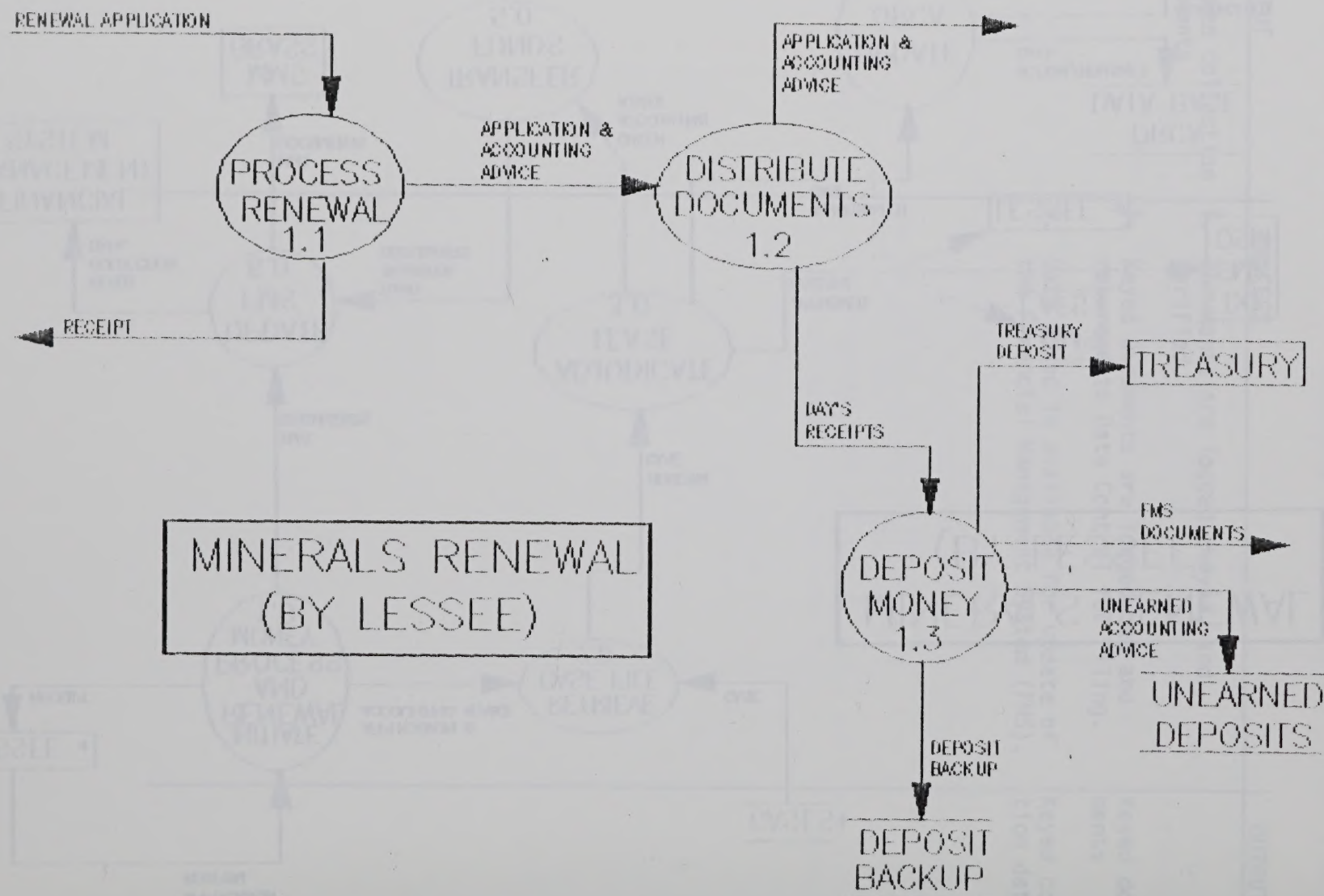
UPDATE  
ORCA  
4.0

ORCA  
DATA BASE

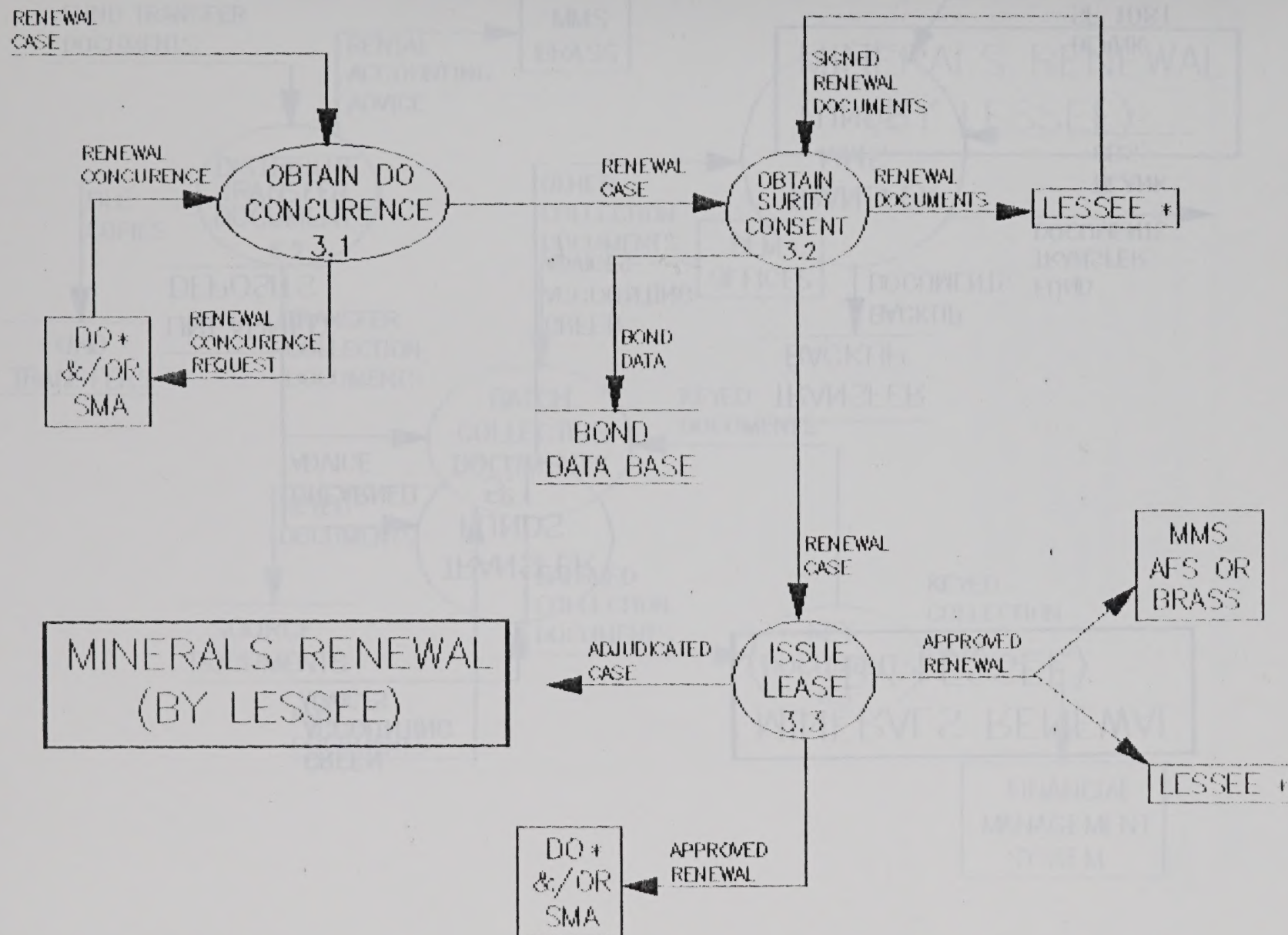
ACTION/REMARKS  
DATA

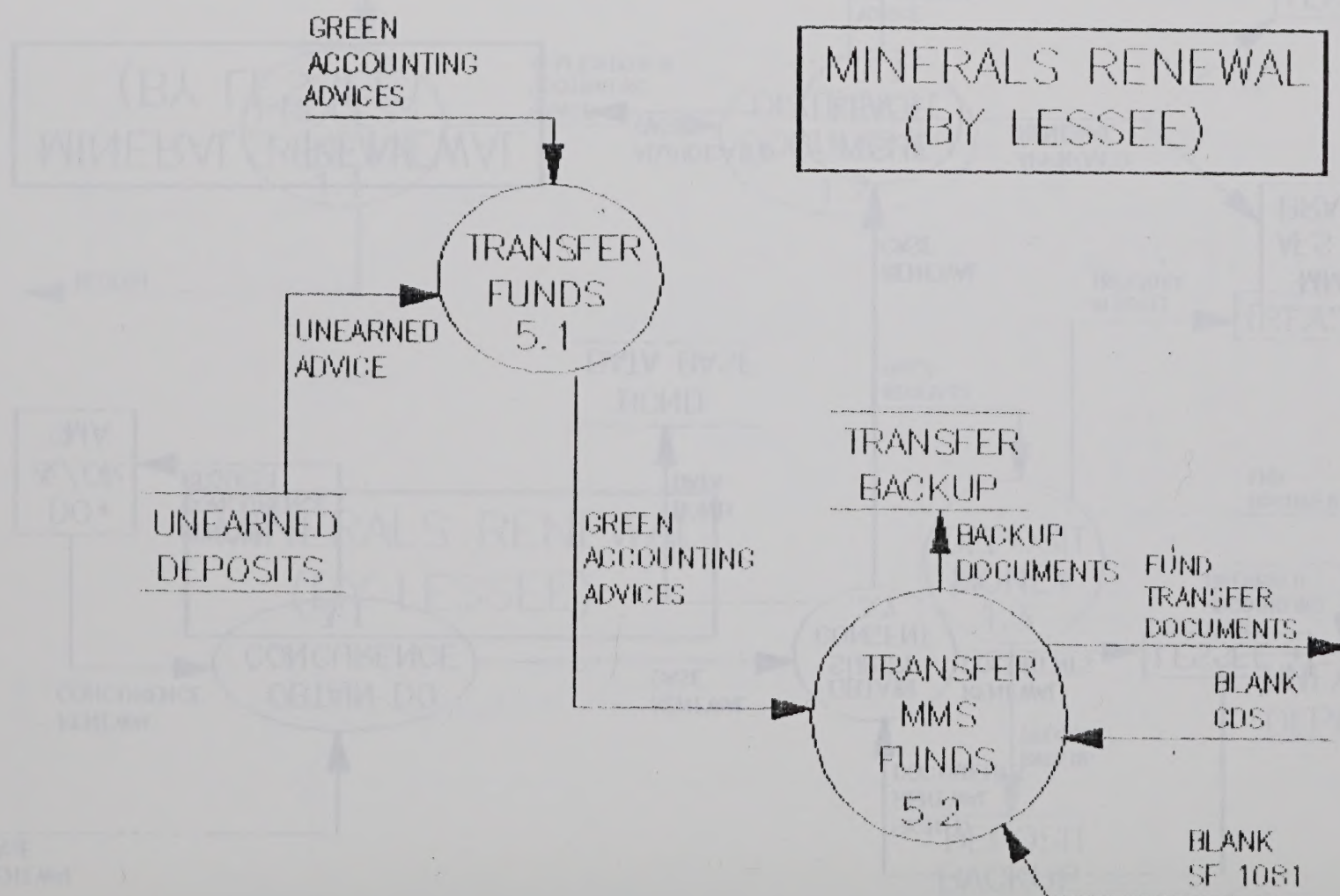
ADJUDICATED  
CASE

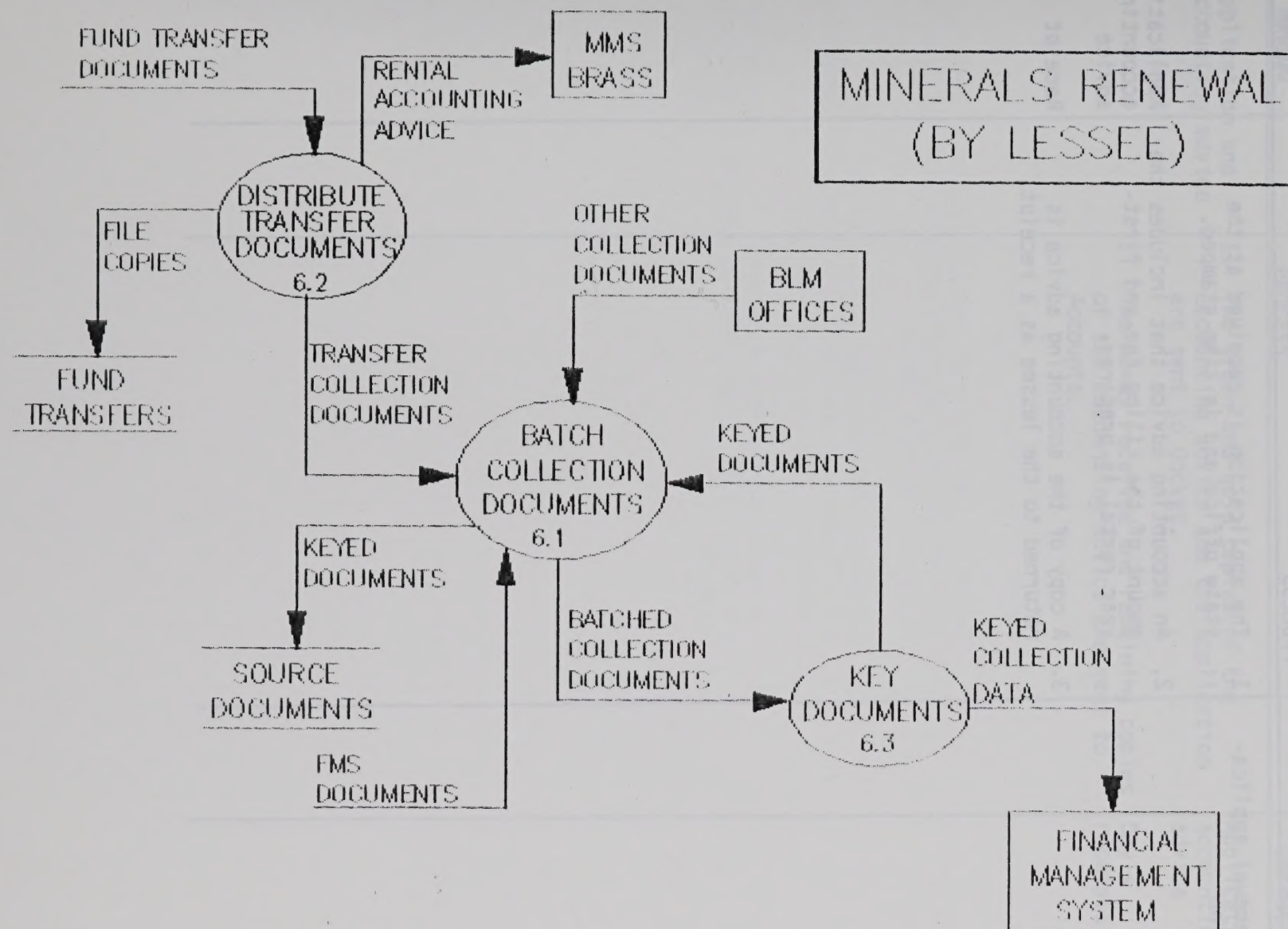
CASES+













INPUT	PROCESS	OUTPUT
Renewal application	<ol style="list-style-type: none"> <li>1. The application is received at the state office and is time stamped.</li> <li>2. An accounting advice that includes the amount of the filing fee and first-year rental is prepared.</li> <li>3. A copy of the accounting advice is returned to the lessee as a receipt.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Receipt</p>

State Office  
Bubble 1.2 - Distribute Documents

Minerals - Renewal  
(By Lessee)

INPUT	PROCESS	OUTPUT
Application and accounting advice	<ol style="list-style-type: none"> <li>1. The green and gold copies of the accounting advice and the application are sent to Docket.</li> <li>2. The money received and remaining copies of the accounting advice are sent to Accounts.</li> </ol>	<p>Application &amp; accounting advice</p> <p>Day's receipts</p>

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> <li>6. The white copy of the accounting advice is filed in an unearned deposit notebook.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p> <p>Unearned accounting advice</p>



INPUT	PROCESS	OUTPUT
Case Application and accounting advice	<ol style="list-style-type: none"> <li>1. The case file is retrieved.</li> <li>2. The application and accounting advices are placed in the case file.</li> <li>3. The case file is "charged" to adjudication.</li> </ol>	Renewal case

INPUT	PROCESS	OUTPUT
Renewal case	1. A renewal concurrence request is sent to the district office and, when required, to other surface management agencies (SMAs).	Renewal concurrence request
Renewal concurrence	2. The district office and SMA either concur or do not concur with the request. The reasons for their action are included.  3. A nonconcurrence results in the application being denied and the year's rental being refunded.  NOTE: Any changes in terms, conditions, or stipulations require signed acceptance by the lessee. This action is not shown on the data flow diagram.	Renewal case

INPUT	PROCESS	OUTPUT
Renewal case	1. The lessee is informed of any changes to the terms, conditions, and stipulations. He renews the bond and sends appropriate information including signed terms, conditions, and stipulations, if required, to the state office.	Bond and renewal documents
Signed renewal documents	2. The bond data base is updated with new bond data.	Bond data Renewal case



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INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of renewal actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Green accounting advices	1. The green accounting advices are reproduced, with one copy for each type of fund transfer (unearned, filing fee, etc.)	
Unearned advice	2. A corresponding copy of the advice is pulled from the unearned accounts notebooks. Amounts are compared and verified.	Green accounting advices



INPUT	PROCESS	OUTPUT
Green accounting advices	1. A collection data sheet (CDS) and SF 1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF 1081	2. Copies of the SF 1081 and CDS are filed.	Backup documents
Blank CDS	3. Copies of the SF 1081, CDS, and green accounting advices are sent to the SC Division of Finance.	Fund transfer documents

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center  
Bubble 6.2 - Distribute Transfer Documents

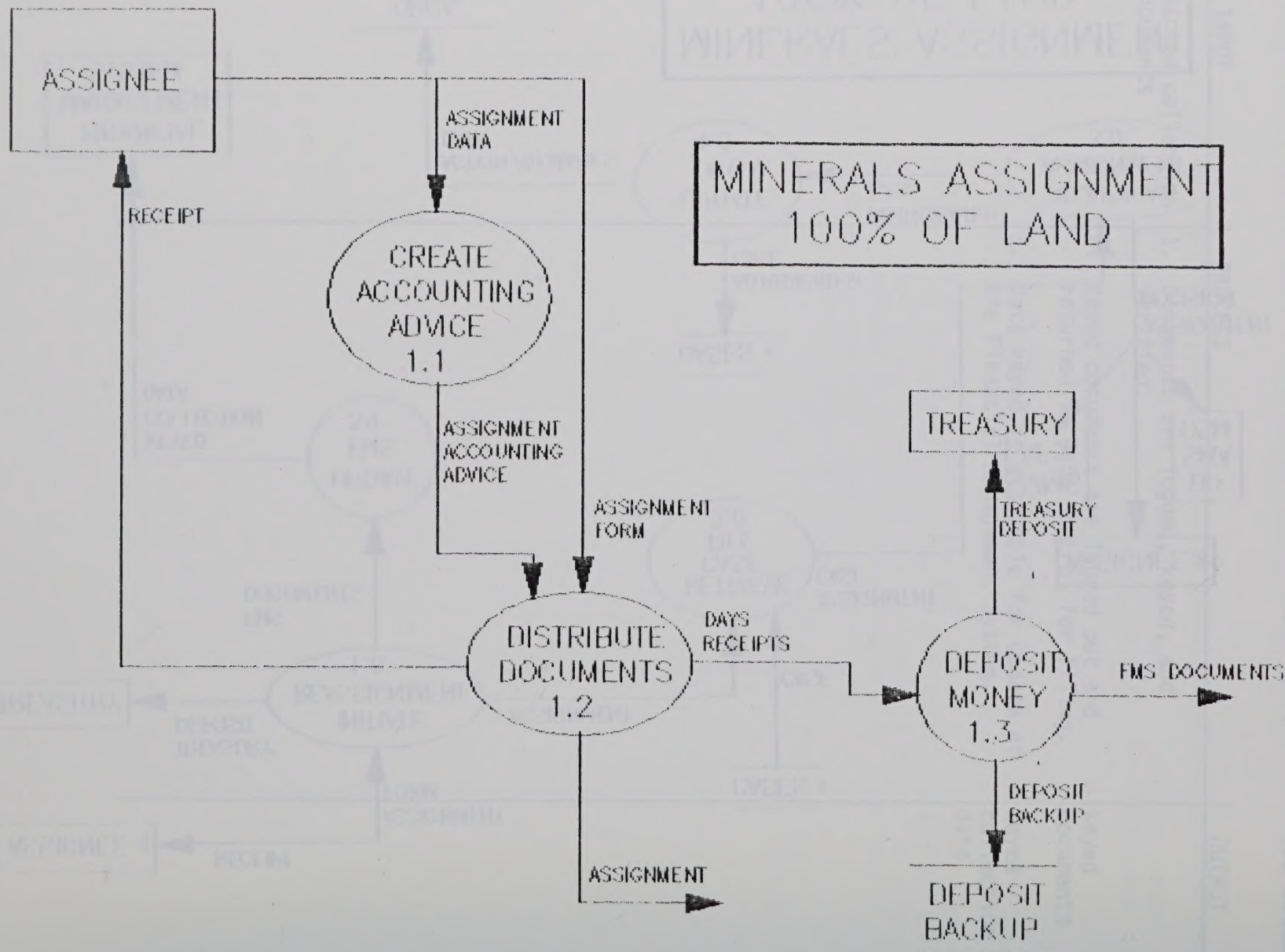
Minerals - Renewal  
(By Lessee)

INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The fund transfer documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and the green accounting advices are sent to MMS.	MMS documents
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents

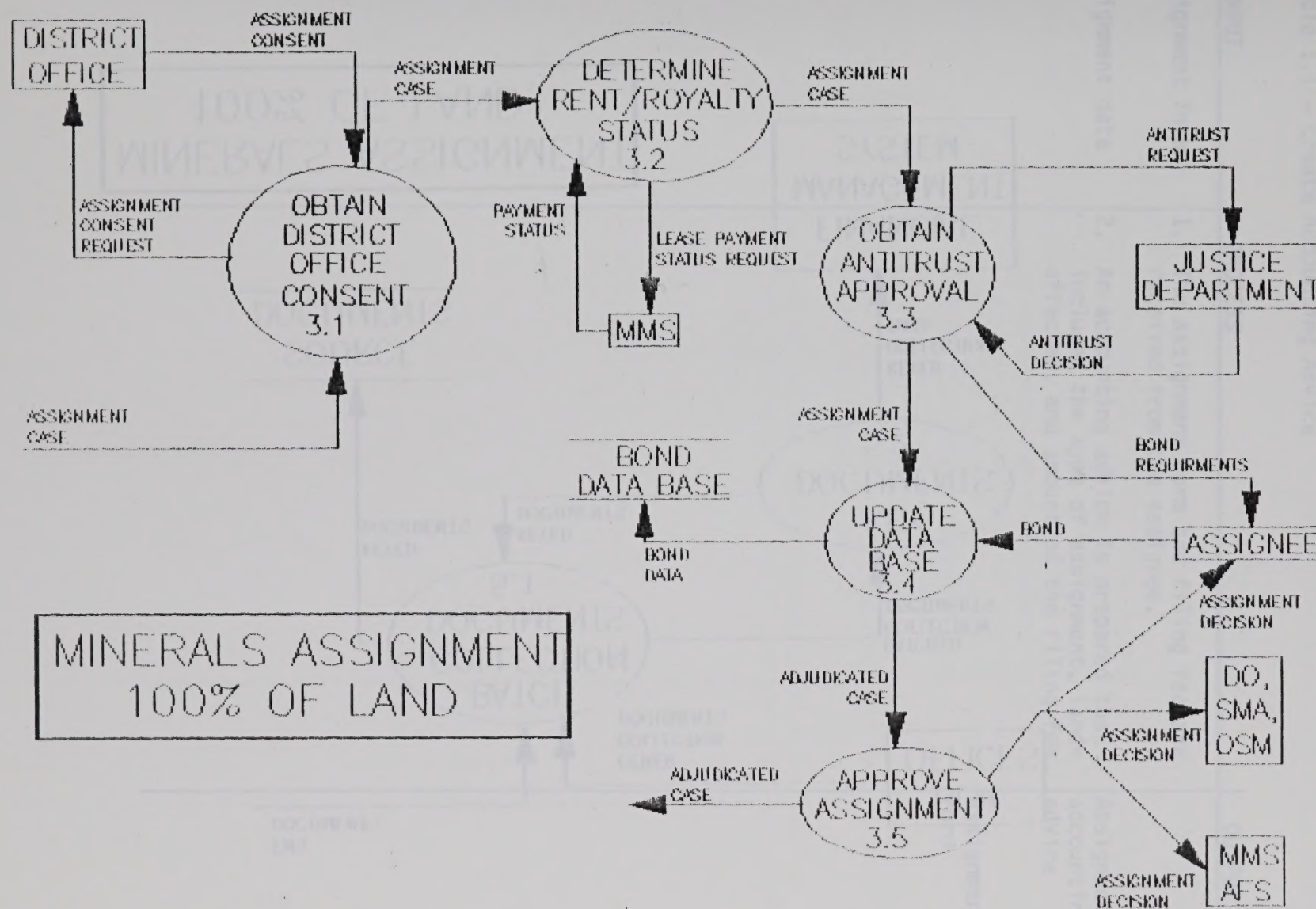


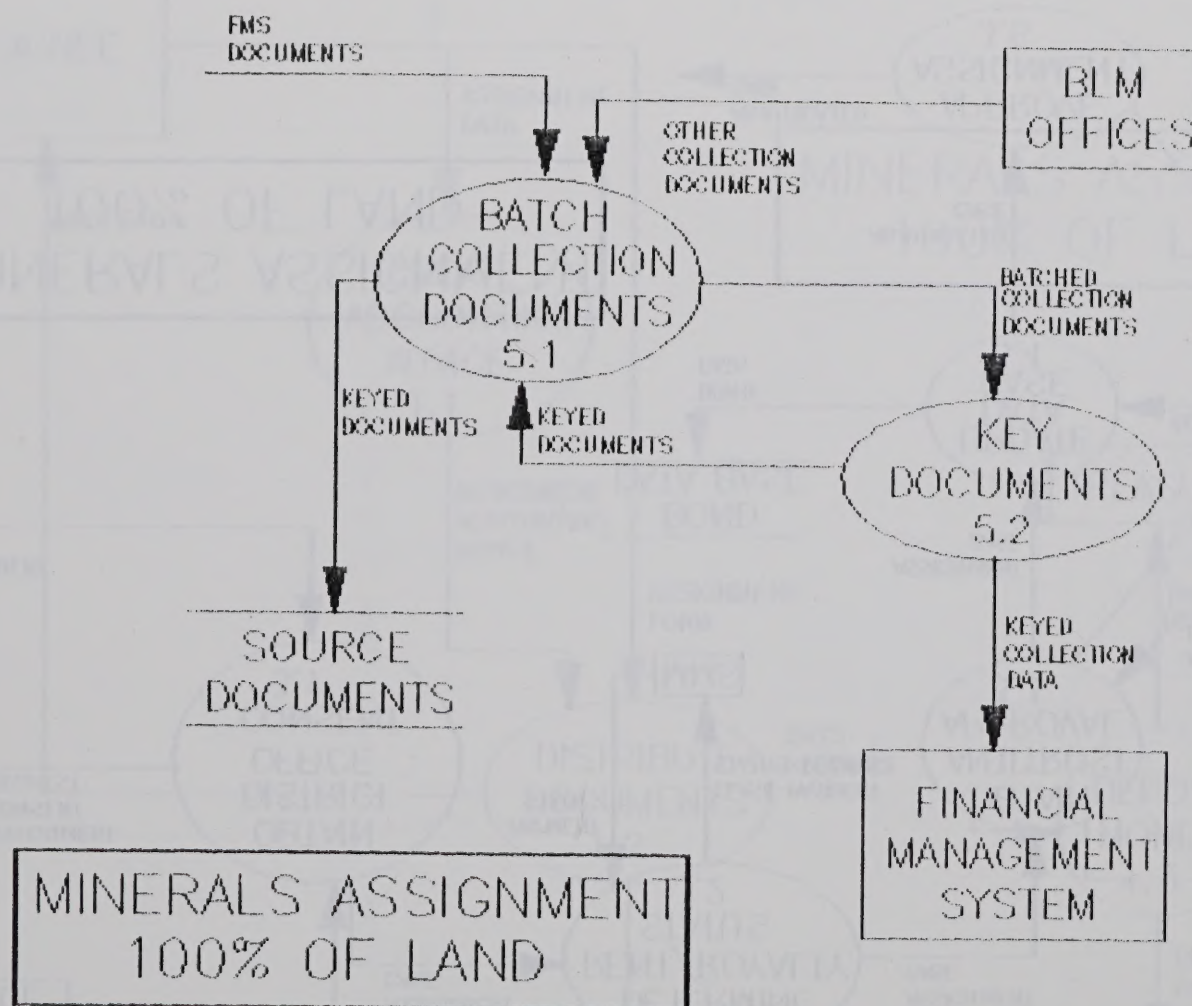
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System.</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>











## Minerals Assignment - 100% of Land

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INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p>

INPUT	PROCESS	OUTPUT
Case Assignment	<ol style="list-style-type: none"><li>1. The case file is retrieved.</li><li>2. The assignment and accounting advice are placed in the case folder.</li><li>3. The case file is "charged out" to Adjudication.</li></ol>	Assignment case



State Office  
Bubble 3.1 - Obtain District Office Consent

Minerals Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends either approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case

## Bubble 3.2 - Determine Rent/Royalty Status

INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease. - 3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case

State Office  
Bubble 3.3 - Obtain Antitrust Approval

Minerals Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case
	3. Bond requirements are sent to the assignee.	Bond requirements



INPUT	PROCESS	OUTPUT
Assignment case	1. The assignee returns the necessary bond.	
Bond	2. Bond data is entered into the ALMRS bond data base.	Bond data  Adjudicated case

State Office  
Bubble 3.5 - Approve Assignment

Minerals Assignment - 100% of Land

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The assigned lease is reviewed for corrections and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li><li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li><li>3. The adjudicated case file is sent to Records via Docket.</li></ol>	<p>Assignment decision</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
<p>Adjudicated case</p> <p>Assignment data</p>	<ol style="list-style-type: none"> <li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li> <li>2. The adjudicated case is sent to Docket and filed.</li> </ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

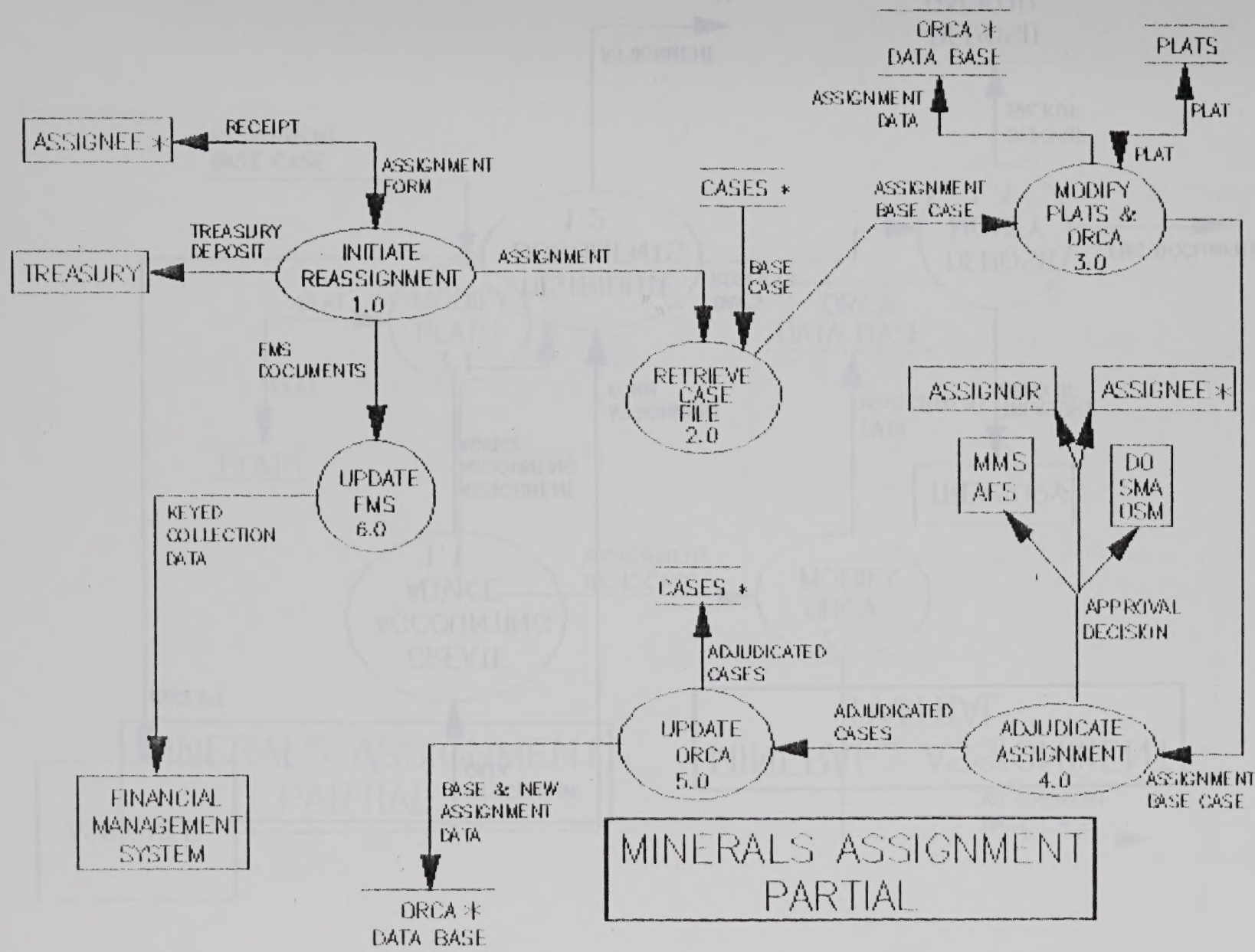


Service Center  
Bubble 5.1 - Batch Collection Documents

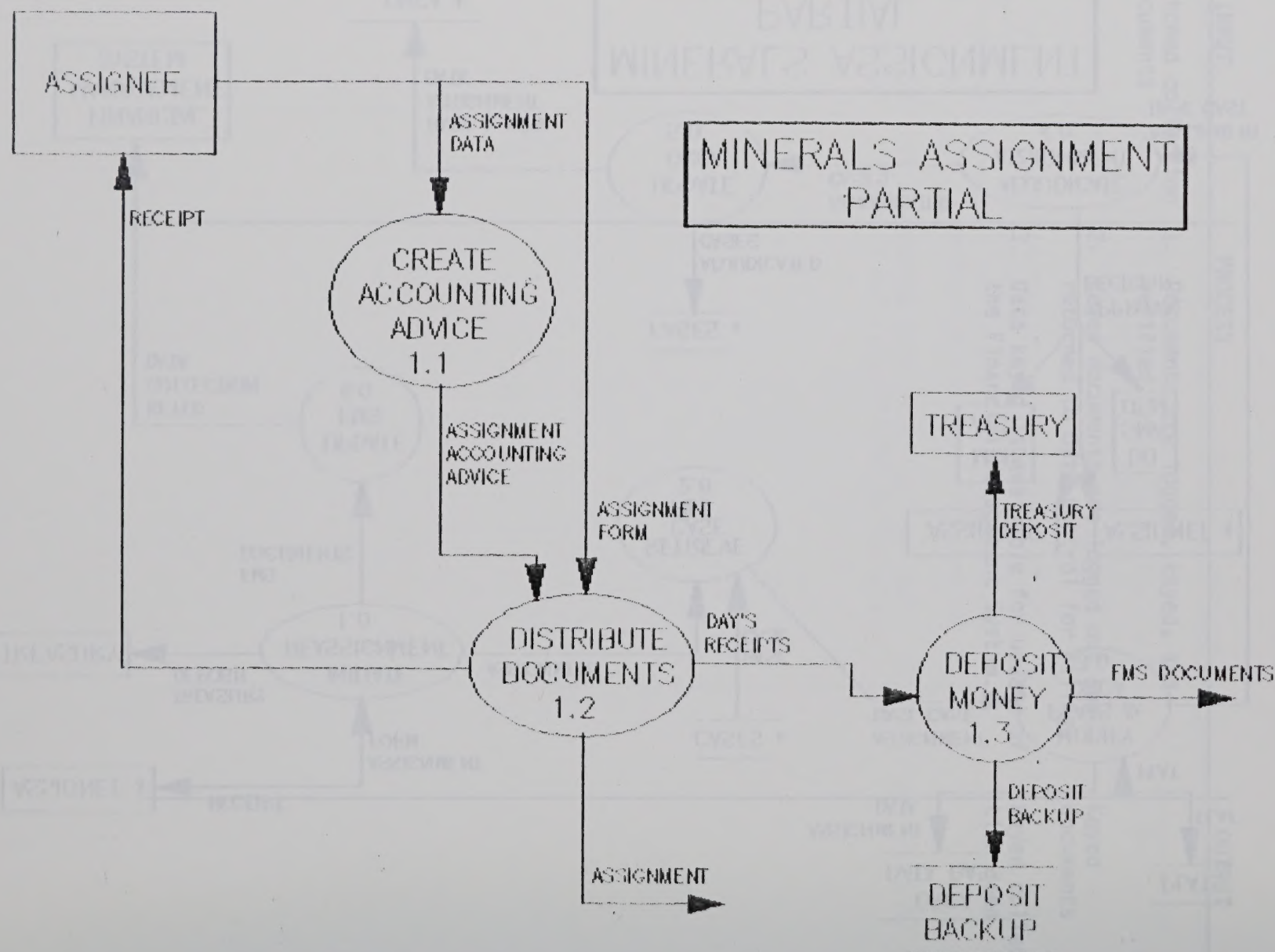
Minerals Assignment - 100% of Land

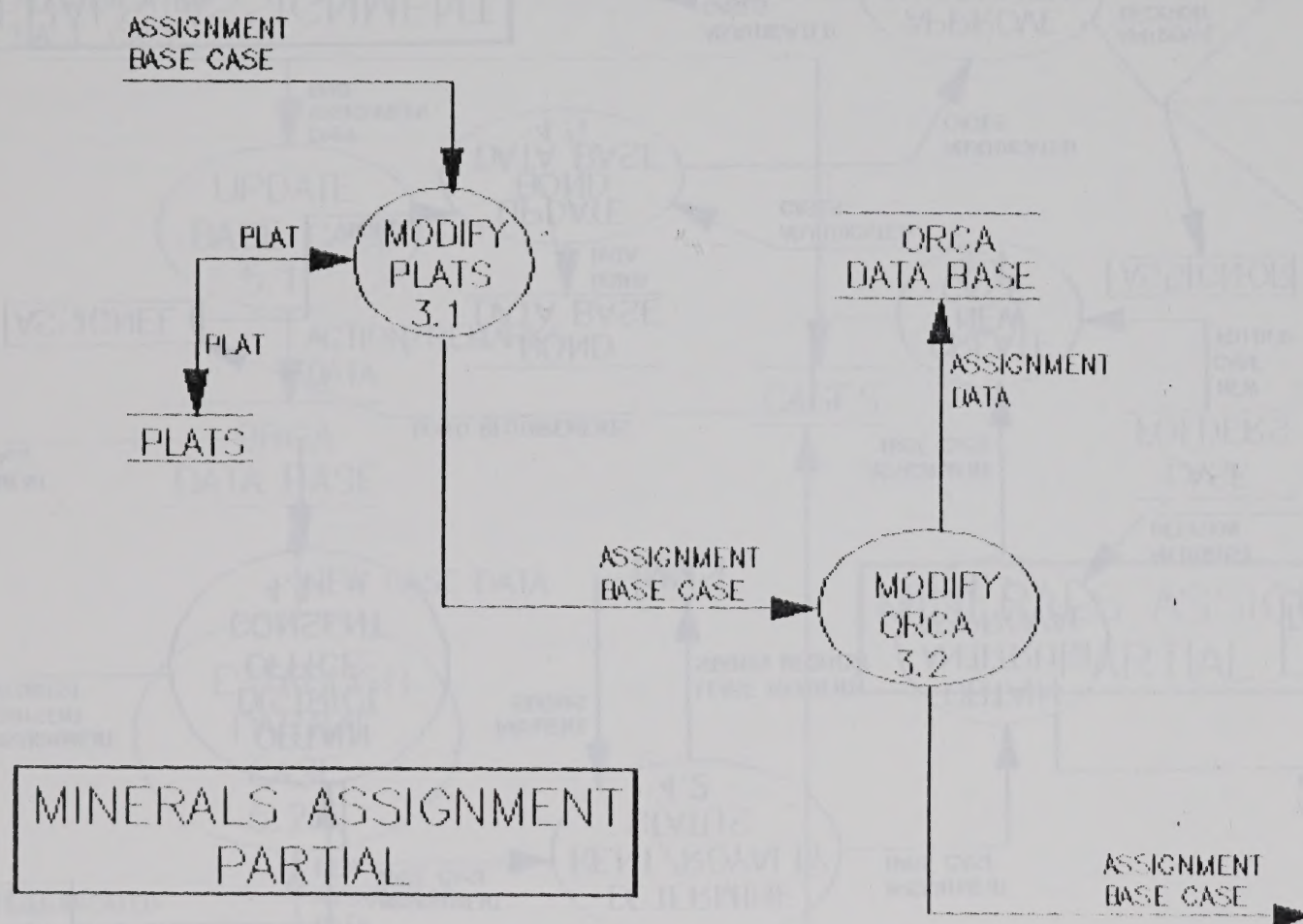
INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

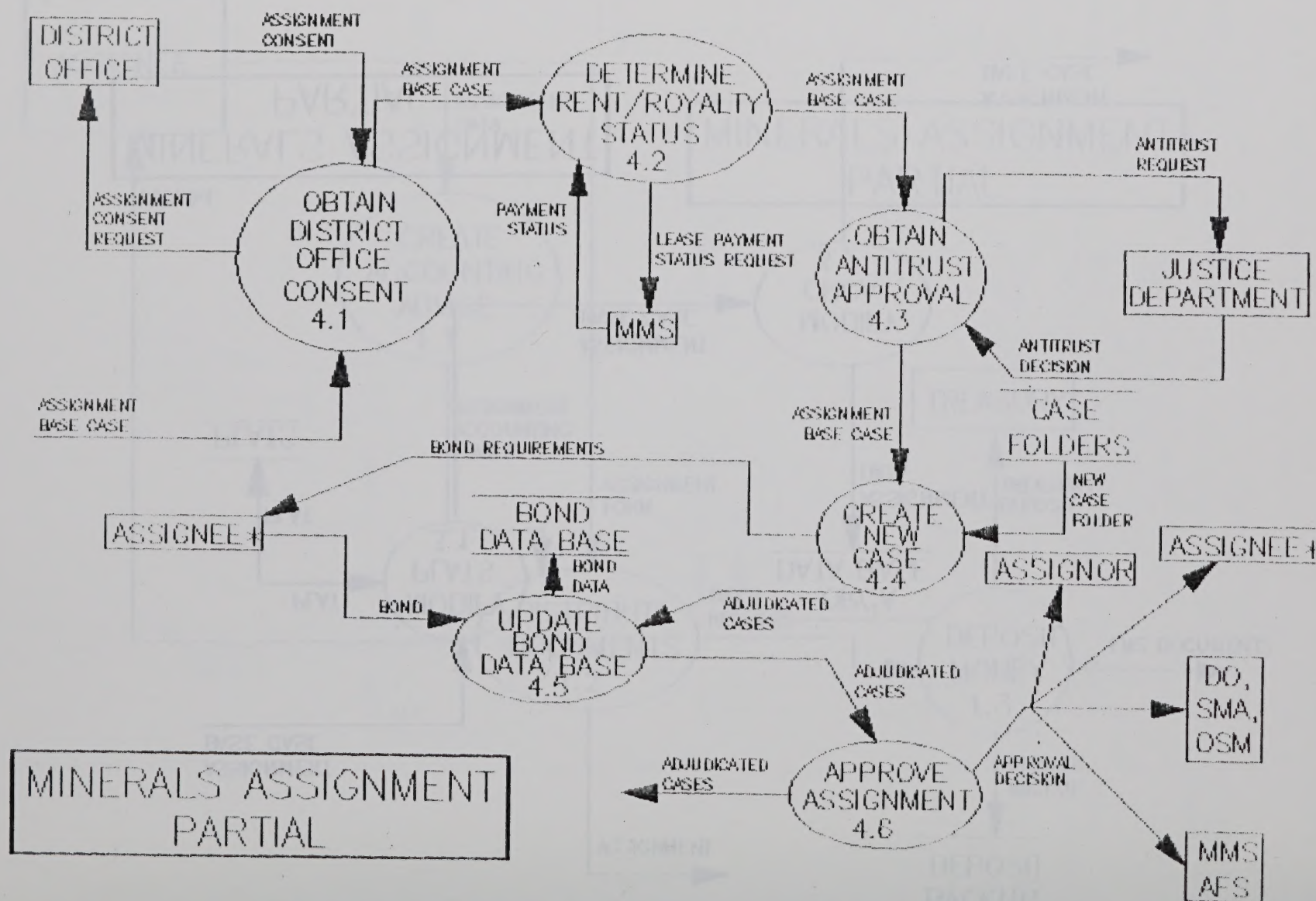
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"><li>1. Documents are logged, keyed, and verified.</li><li>2. Keyed documents are logged out and returned to Data Control for filing.</li><li>3. Data keyed is available for update of the Financial Management System.</li></ol>	<p>Keyed documents</p> <p>Keyed collection data</p>



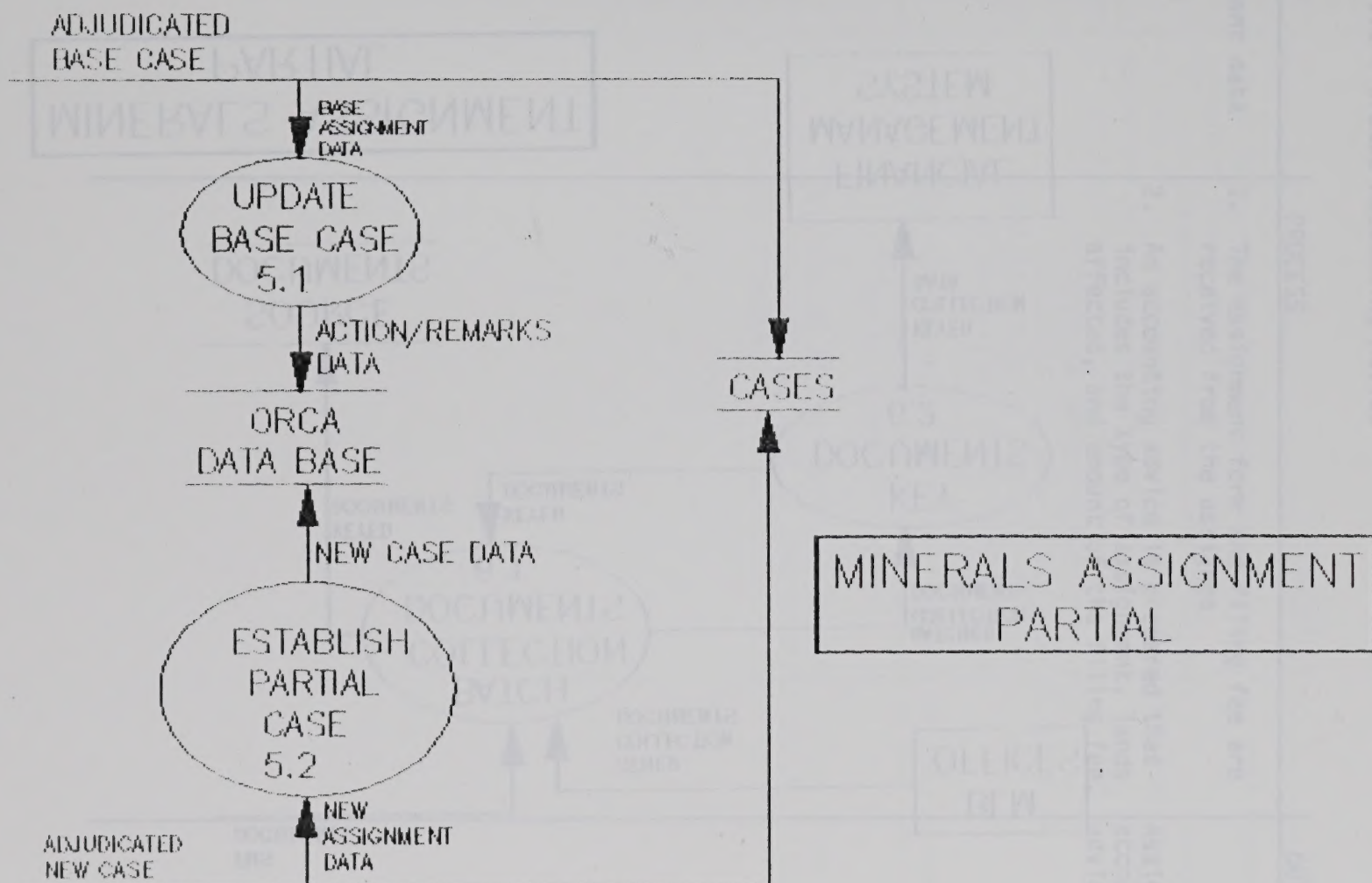


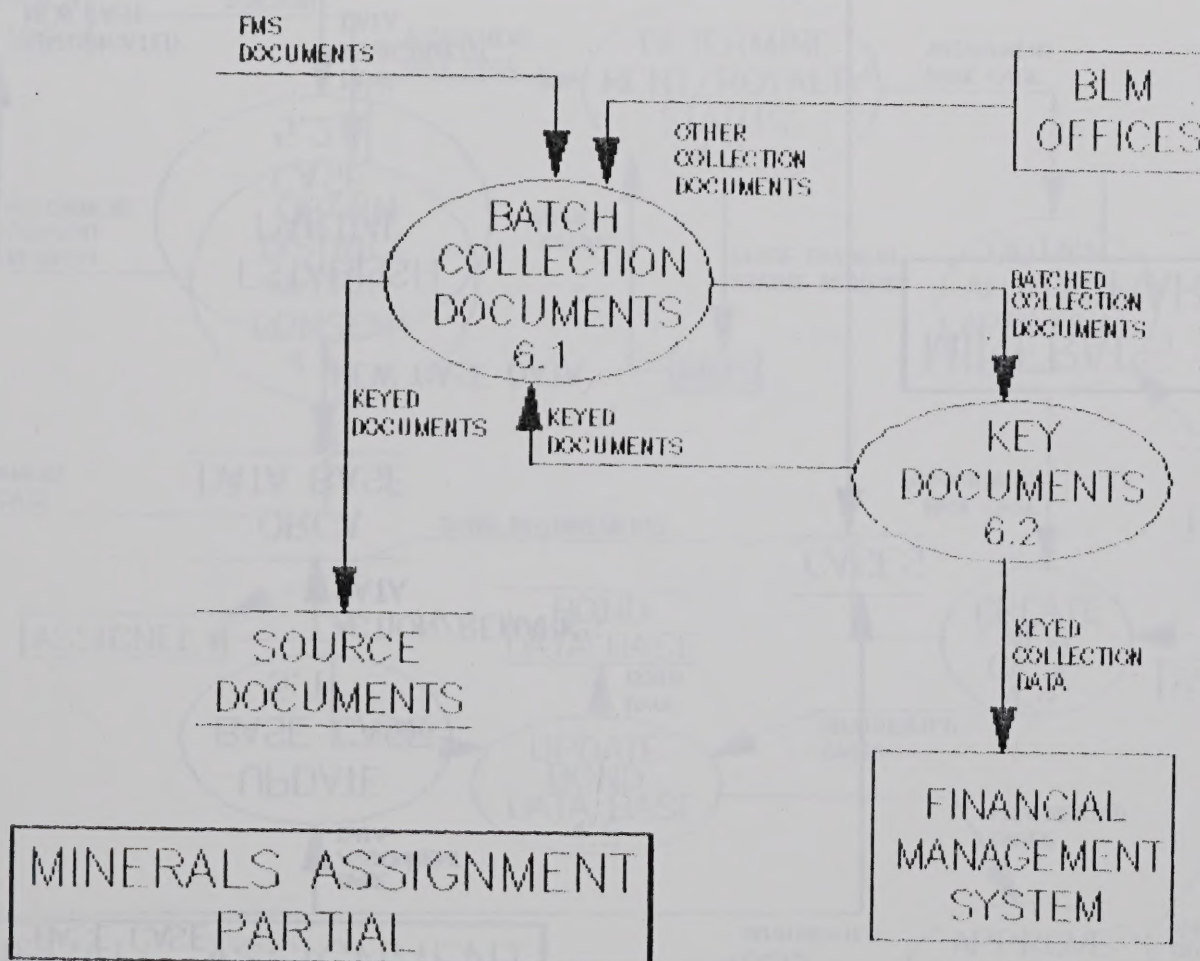












State Office  
Bubble 1.1 - Create Accounting Advice

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"> <li data-bbox="435 339 1135 410">1. The assignment form and filing fee are received from the assignee.</li> <li data-bbox="435 441 1135 533">2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li> <li data-bbox="435 564 1135 676">3. The assignment form is filed as a receipt.</li> <li data-bbox="435 707 1135 788">4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advice are filed as a deposit backup.</li> <li data-bbox="435 819 1135 911">5. Copies of the confirmed deposit ticket and CDS are sent to the A. Division of Finance.</li> </ol>	Assignment accounting advice



INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p>

INPUT	PROCESS	OUTPUT
Base case	1. The case file is retrieved.	
Assignment	2. The assignment and accounting advice are placed in the case folder.	
	3. The case file is "charged out" to Records.	Assignment base case



INPUT	PROCESS	OUTPUT
Plat Assignment base case	<ol style="list-style-type: none"><li>1. The plat pertaining to the assignment base case is obtained from the plat books and is updated and reproduced.</li><li>2. Copies of the updated plat are placed in the case file.</li><li>3. The original plat is refiled in the plat books.</li></ol>	Plat  Assignment base case

INPUT	PROCESS	OUTPUT
Assignment base case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action code, date, remarks) to indicate that a partial assignment of the base lease is being processed.</li><li>2. The assignment base case is sent to the adjudicators via Docket.</li></ol>	<p>Assignment data</p> <p>Assignment base case</p>

State Office  
Bubble 4.1 - Obtain District Office Consent

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment base case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment base case



INPUT	PROCESS	OUTPUT
Assignment base case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment base case

State Office  
Bubble 4.3 - Obtain Antitrust Approval

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Assignment base case	1. A request is sent to the Department of Justice to determine if partial transfer of the lease will violate any anti-trust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment base case

INPUT	PROCESS	OUTPUT
Assignment base case	1. The adjudicator verifies that the lands are leased by the assignor, the land distribution is correct, and the assignment form has been properly executed.	
New case folder	2. A new case file is established from those lands segregated from the base lease. The new lease and bonding requirements are sent to the assignee for signature and bond payment.	Bond requirements  Adjudicated cases



State Office  
Bubble 4.5 - Update Bond Data Base

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Adjudicated cases	1. The assignee signs the lease and returns it to the state office with the necessary bond.	
Bond	2. Bond data is entered into the ALMRS bond data base.	Bond data
		Adjudicated cases

State Office  
Bubble 4.6 - Approve Assignment

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Adjudicated cases	<ol style="list-style-type: none"><li>1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is signed.</li><li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li><li>3. The adjudicated case file is sent to Records via Docket.</li></ol>	<p>Approval decision</p> <p>Adjudicated cases</p>

State Office  
Bubble 5.1 - Update Base Case

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Adjudicated base case	1. The base ORCA (Online Recordations Case Access) data base record is updated to reflect that a portion of the lease has been reassigned. Data updated includes action code, date, and remarks.	Action/ remarks data
Base assignment data	2. The adjudicated base case is sent to Docket for filing.	Adjudicated base case
	3. After keying, collection documents are returned to Data Control and filed.	



State Office  
Bubble 5.2 - Establish Partial Case

Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
Adjudicated new case	1. Data from the segregated case file is used to create a new case in the ORCA (Online Recordation Case Access) data base.	New case data
New assignment data	2. The adjudicated segregated case is sent to docket for filing.	Adjudicated new case

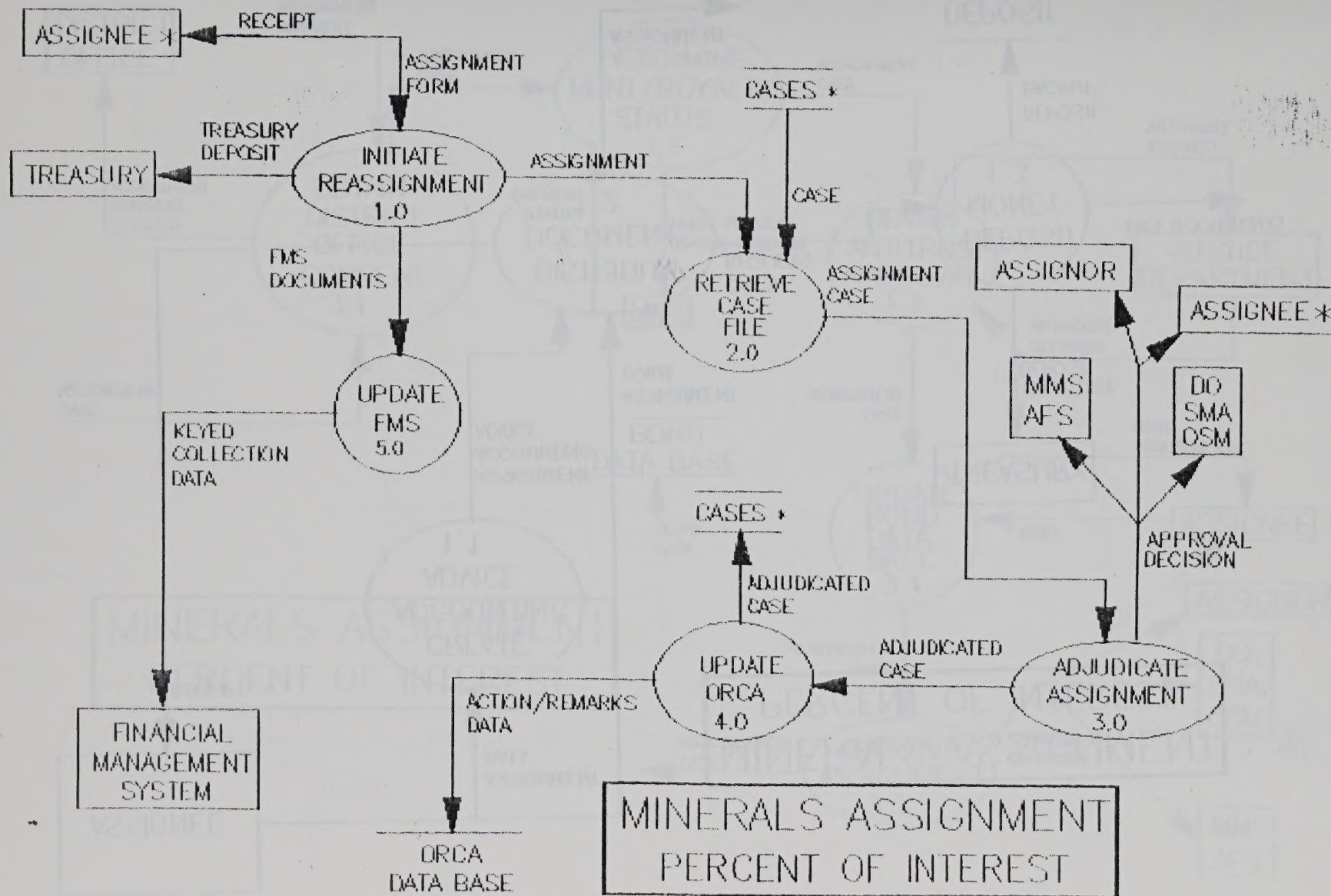
State Office  
Bubble 6.1 - Batch Collection Documents

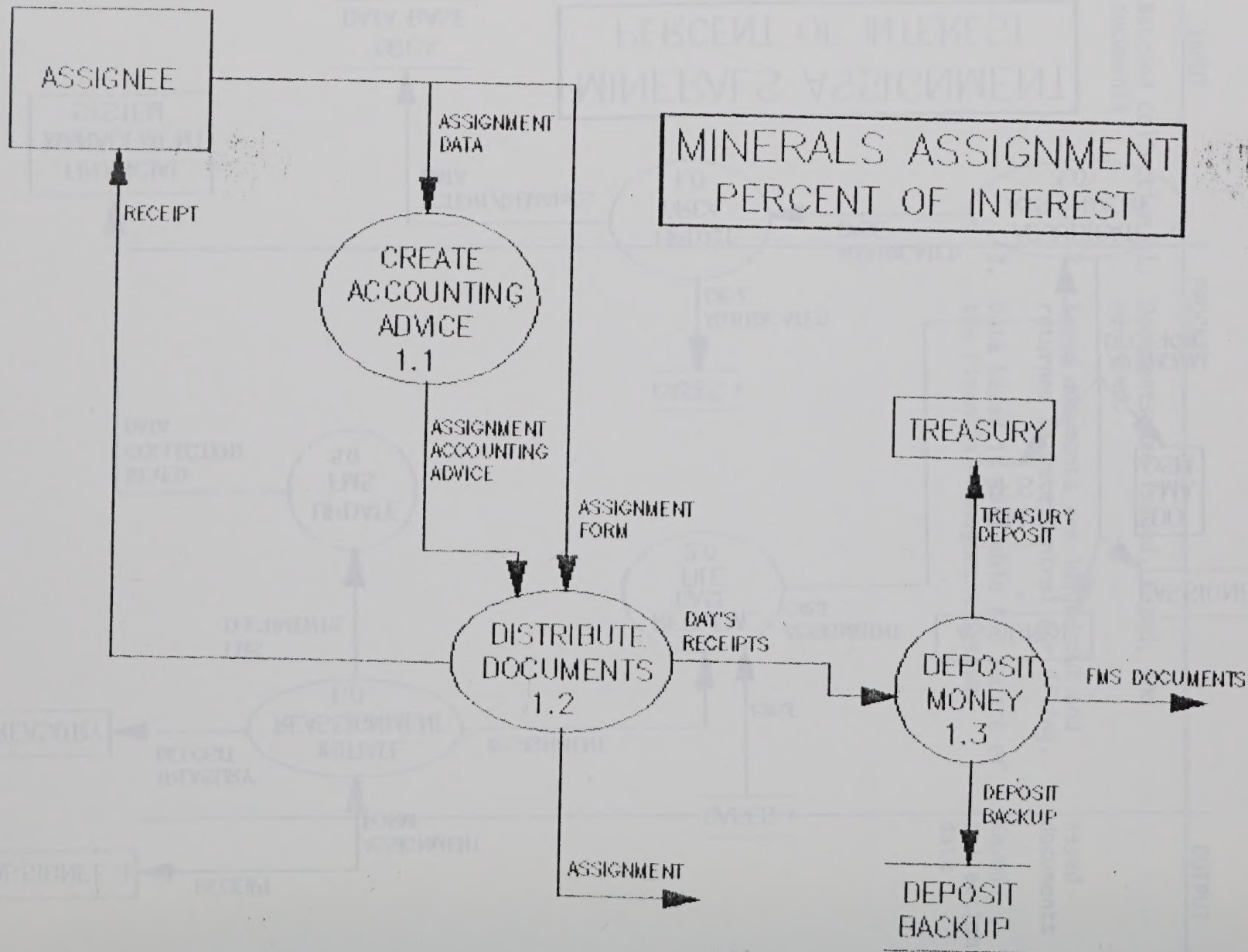
Minerals Assignment - Partial

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

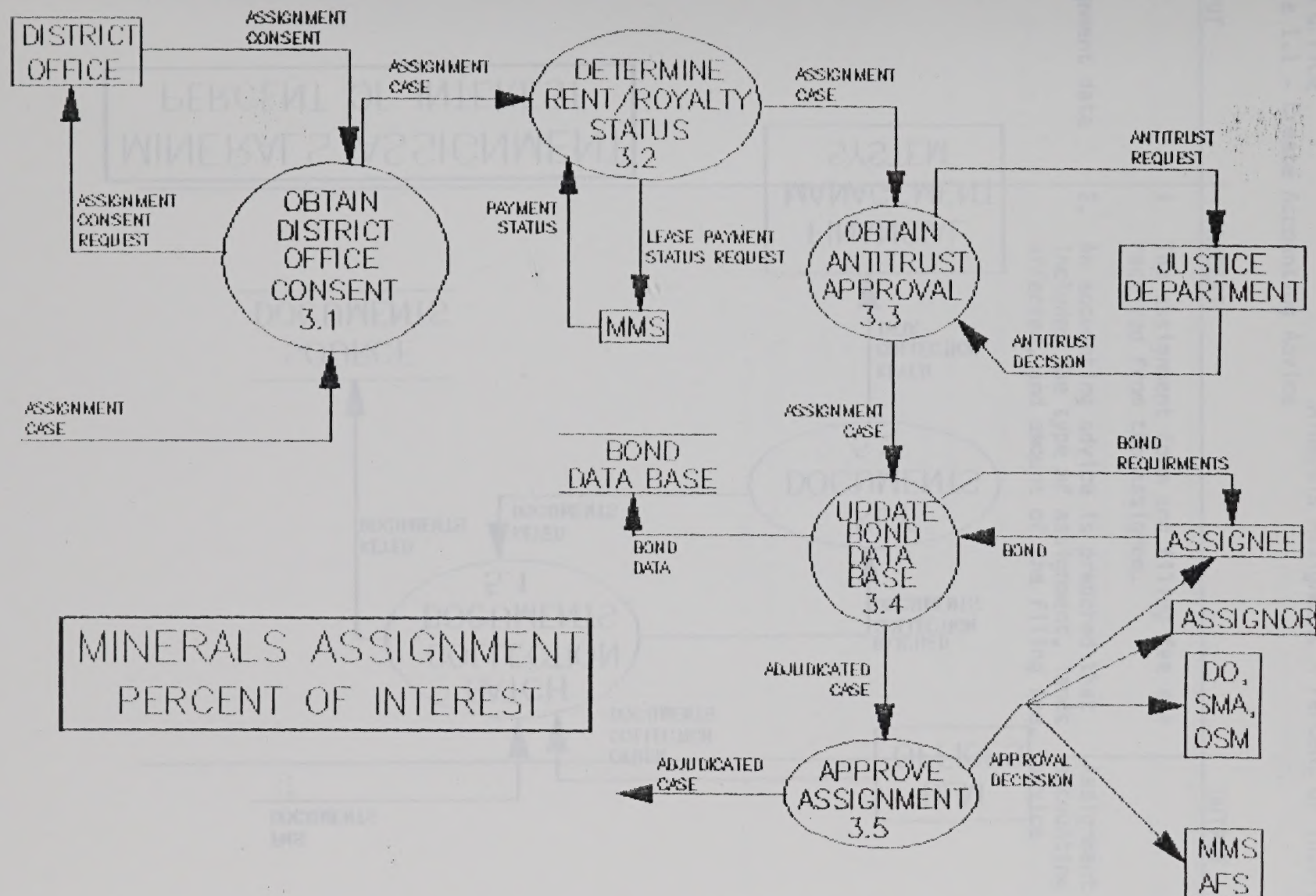
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"><li>1. Documents are logged, keyed, and verified.</li><li>2. Keyed documents are logged out and returned to Data Control for filing.</li><li>3. Data keyed is available for update of the Financial Management System.</li></ol>	<p>Keyed documents</p> <p>Keyed collection data</p>



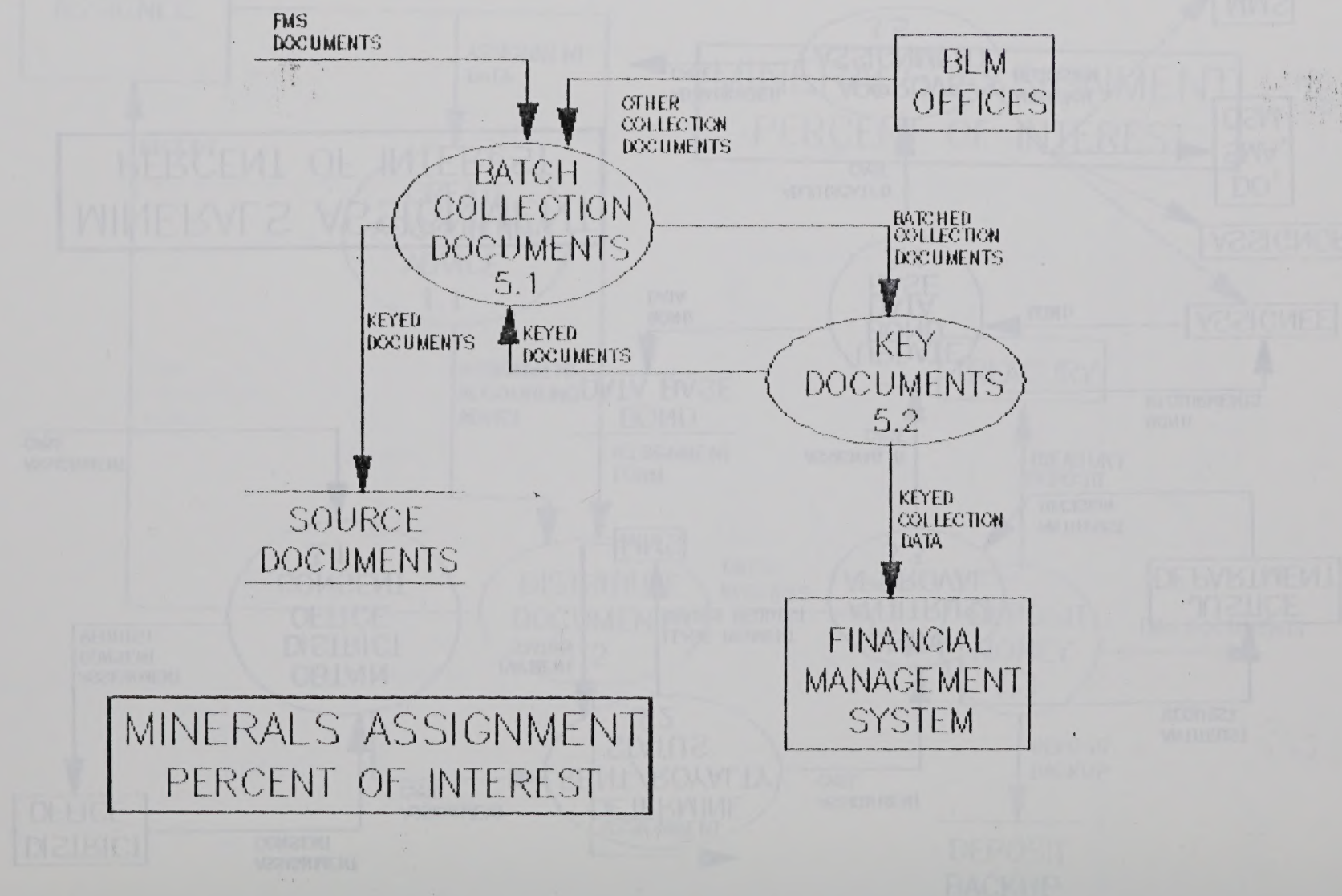












State Office  
Bubble 1.1 - Create Accounting Advice

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"> <li data-bbox="365 333 1077 404">1. The assignment form and filing fee are received from the assignee.</li> <li data-bbox="365 435 1077 527">2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li> </ol>	Assignment accounting advice

State Office  
Bubble 1.2 - Distribute Documents

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt



State Office  
Bubble 1.3 - Deposit Money

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> <li>1. A deposit ticket is prepared.</li> <li>2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.</li> <li>3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.</li> <li>4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.</li> <li>5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.</li> </ol>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p>

State Office  
Bubble 2.0 - Retrieve Case File

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Case	1. The case file is retrieved.	
Assignment	2. The assignment and accounting advice	
	are placed in the case folder.	
	3. The case file is "charged out" to	Assignment
	Adjudication.	case

State Office Minerals Assignment - Percent of Interest  
Bubble 3.1 - Obtain District Office Consent

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case



State Office Minerals Assignment - Percent of Interest  
Bubble 3.2 - Determine Rent/Royalty Status

INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease pay- ment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case

State Office Minerals Assignment - Percent of Interest  
Bubble 3.3 - Obtain Antitrust Approval

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case

State Office  
Bubble 3.4 - Update Bond Data Base

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Assignment case	1. The adjudicated lease is sent to the assignee for signature. The information necessary for the assignee to post necessary bonds is included.	Bond requirements
Bond	2. The assignee sign the lease and returns it to the state office with the necessary lease bond.	
	3. Bond data is entered into the ALMRS bond data base.	Bond data
		Adjudicated case



State Office  
Bubble 3.5 - Approve Assignment

Minerals Assignment - Percent of Interest

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> <li>1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li> <li>2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li> <li>3. The adjudicated case file is sent to Records via Docket.</li> </ol>	<p>Approval decision</p> <p>Adjudicated case</p>

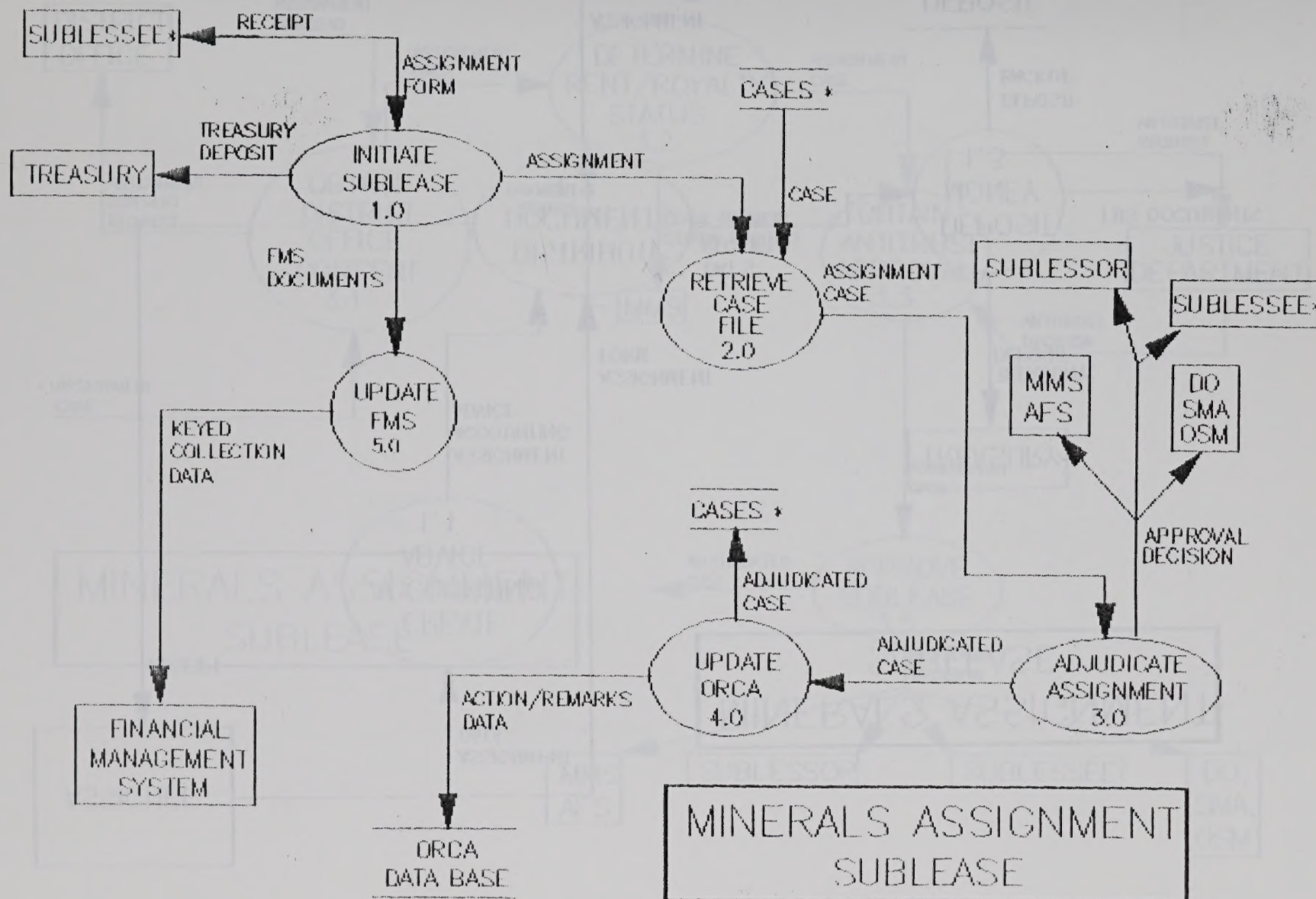
INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> <li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li> <li>2. The adjudicated case is sent to Docket and filed.</li> </ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

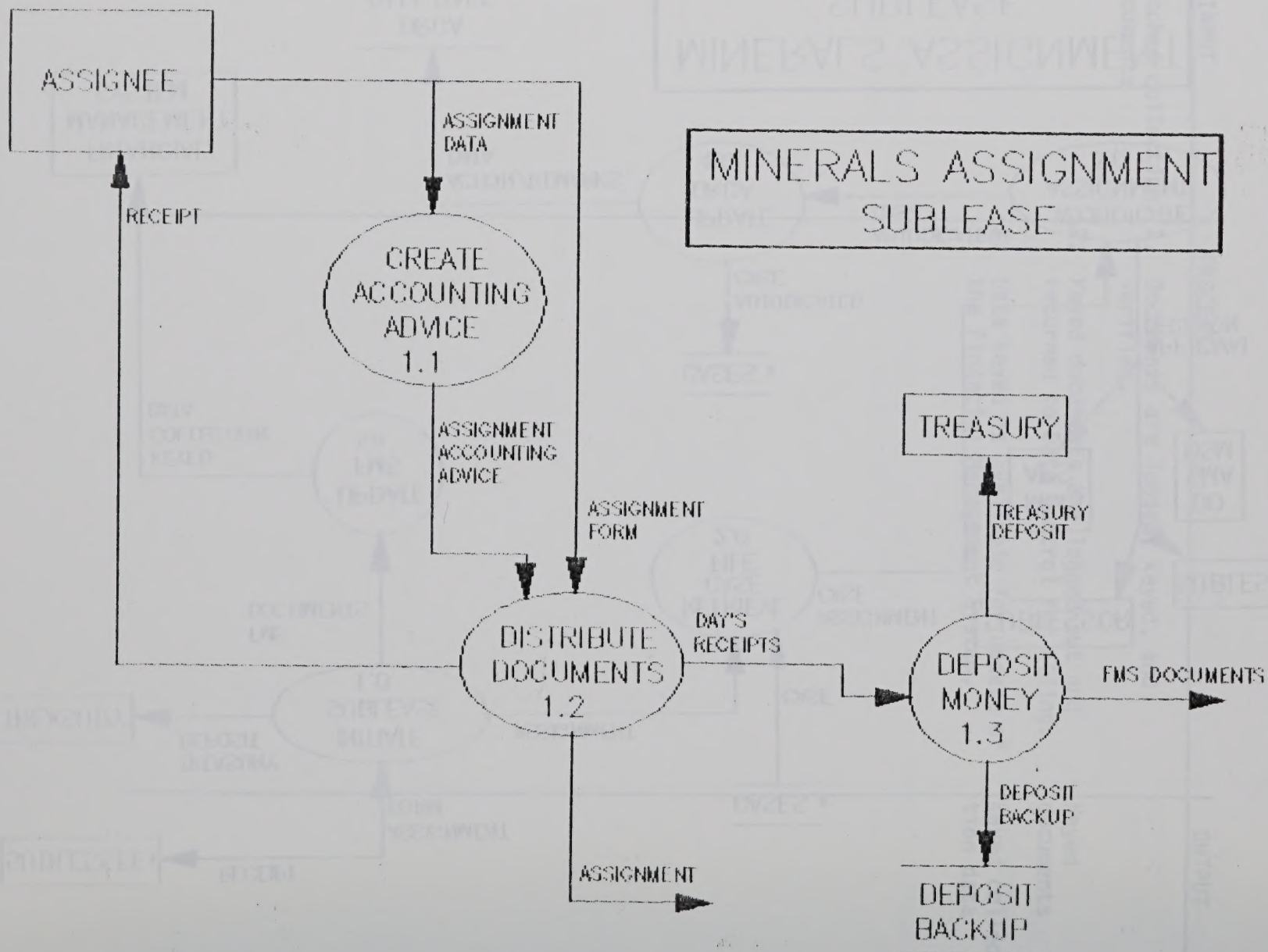
## Bubble 5.1 - Batch Collection Documents

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

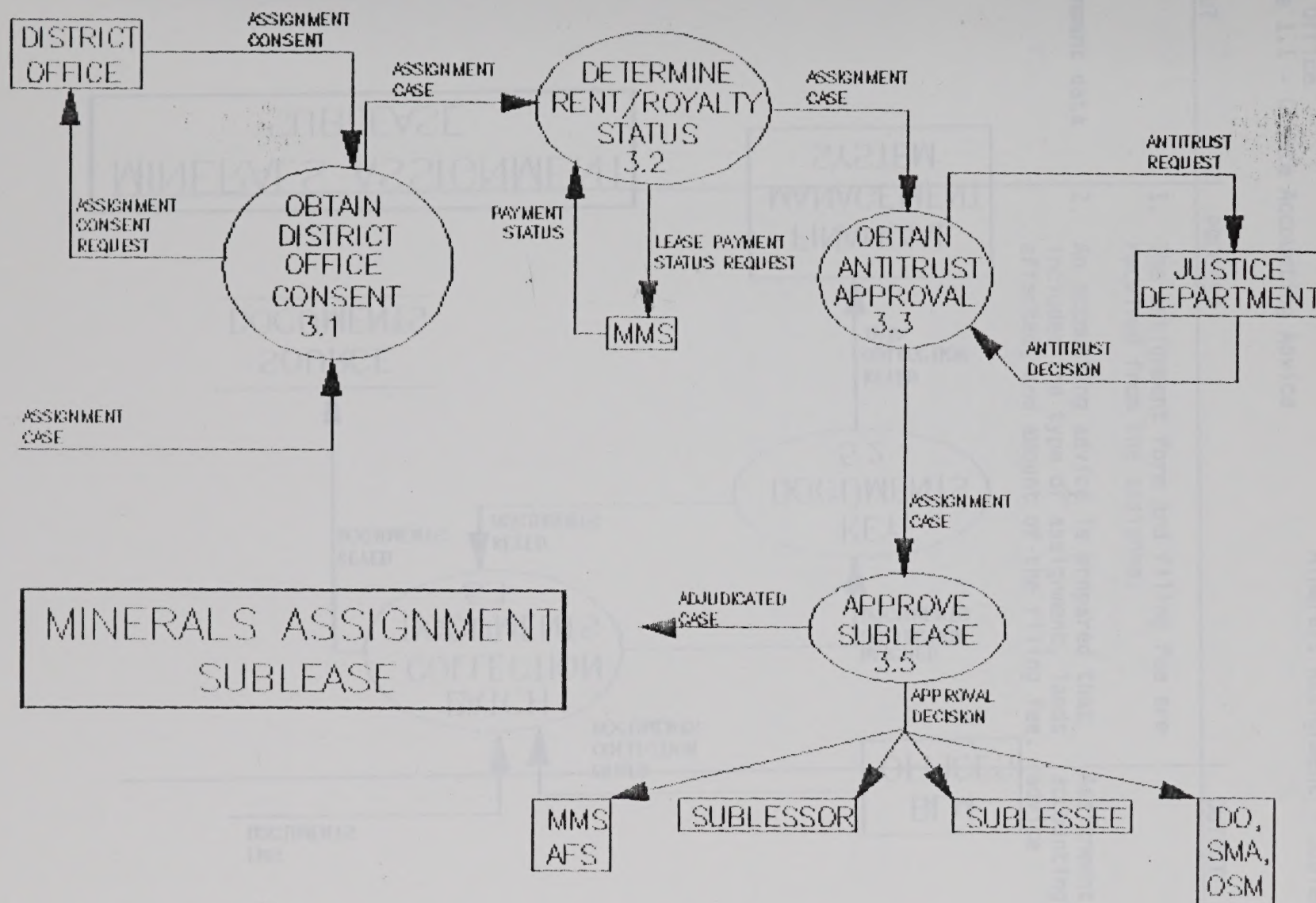


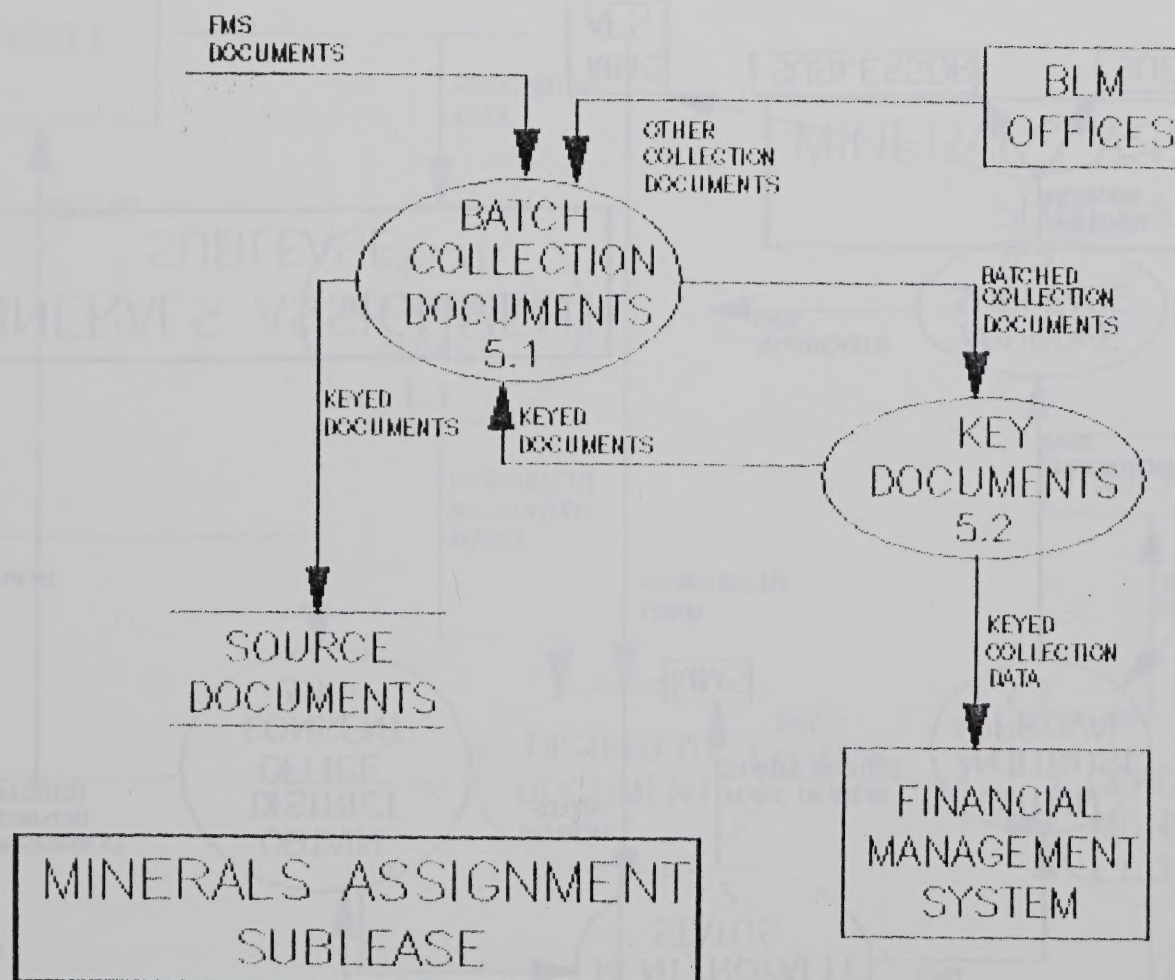
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"><li>1. Documents are logged, keyed, and verified.</li><li>2. Keyed documents are logged out and returned to Data Control for filing.</li><li>3. Data keyed is available for update of the Financial Management System.</li></ol>	<p>Keyed documents</p> <p>Keyed collection data</p>











State Office  
Bubble 1.1 - Create Accounting Advice

Minerals Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment data	<ol style="list-style-type: none"> <li data-bbox="374 343 1090 410">1. The assignment form and filing fee are received from the assignee.</li> <li data-bbox="374 441 1090 543">2. An accounting advice is prepared that includes the type of assignment, lands affected, and amount of the filing fee.</li> </ol>	Assignment accounting advice



INPUT	PROCESS	OUTPUT
Assignment form	1. The assignment form and the green and gold copies of the assignment accounting advice are sent to Docket.	Assignment
Assignment accounting advice	2. The filing fee and the yellow and white copies of the assignment accounting advice are sent to Accounts.	Day's receipts
	3. The pink copy of the assignment accounting advice is sent to the assignee as a receipt.	Receipt

INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. A collection data sheet (CDS) that indicates the amount and type of funds deposited is prepared for the Service Center (SC) Division of Finance.	
	4. Copies of the confirmed deposit ticket, CDS, and yellow accounting advices are filed as a deposit backup.	Deposit backup
	5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents

INPUT	PROCESS	OUTPUT
Case Assignment	<ol style="list-style-type: none"><li>1. The case file is retrieved.</li><li>2. The assignment and accounting advice are placed in the case folder.</li><li>3. The case file is "charged out" to Adjudication.</li></ol>	Assignment case



State Office  
Bubble 3.1 - Obtain District Office Consent

Minerals Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the district office (DO) to determine if there are any district-level objections to transferring lease ownership.	Assignment consent request
Assignment consent	2. The DO recommends approval or disapproval of the lease transfer. Reasons for disapproval are provided.	Assignment case

State Office  
Bubble 3.2 - Determine Rent/Royalty Status

Minerals Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment case	1. A lease payment status request is sent to MMS-AFS to determine if lease rent and royalty payments are current.	Lease payment status request
Payment status	2. MMS-AFS provides current payment status for the lease.	
	3. If rents or royalties are not current, action is taken to have them paid before further processing occurs.	Assignment case

State Office  
Bubble 3.3 - Obtain Antitrust Approval

Minerals Assignment - Sublease

INPUT	PROCESS	OUTPUT
Assignment case	1. A request is sent to the Department of Justice to determine if transfer of the lease will violate any antitrust laws.	Antitrust request
Antitrust decision	2. The Department of Justice indicates whether any antitrust laws would be violated.	Assignment case



INPUT	PROCESS	OUTPUT
Assignment case	<ol style="list-style-type: none"> <li data-bbox="509 318 1218 451">1. The assigned lease is reviewed for correctness and completeness. On receipt of accounting advice that bonds have been paid, the lease is issued.</li> <li data-bbox="509 482 1198 615">2. Copies of the approved lease are sent to the assignee, BLM district office, surface management agencies, Office of Surface Mining, and MMS-AFS.</li> <li data-bbox="509 645 1167 717">3. The adjudicated case file is sent to Records via Docket.</li> </ol>	<p data-bbox="1244 482 1379 553">Approval decision</p> <p data-bbox="1244 645 1429 717">Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>

Service Center  
Bubble 5.1 - Batch Collection Documents

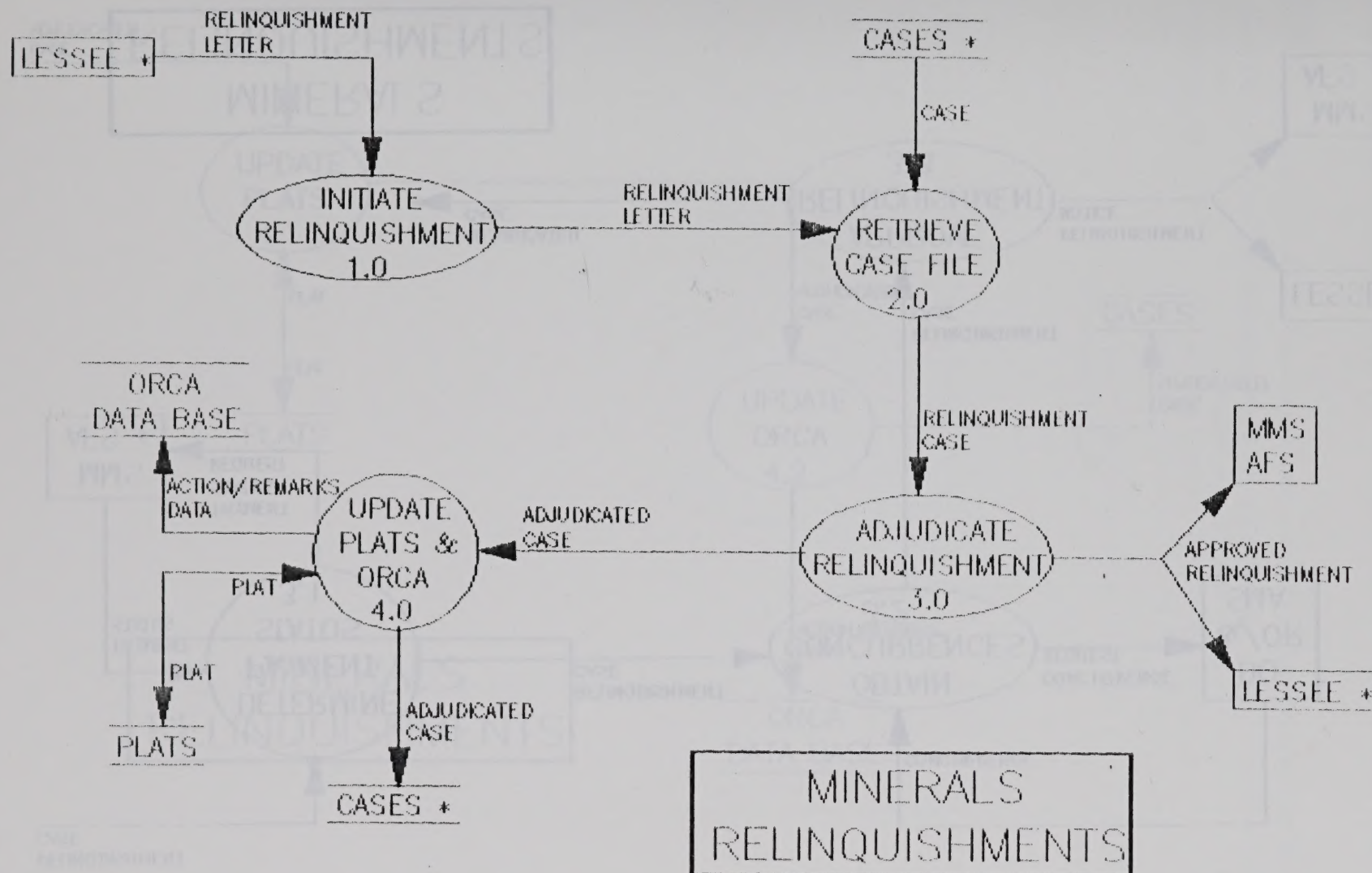
Minerals Assignment - Sublease

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the Financial Management System (FMS) documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Other collection documents	2. The FMS collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	3. After keying, collection documents are returned to Data Control and filed.	Keyed documents

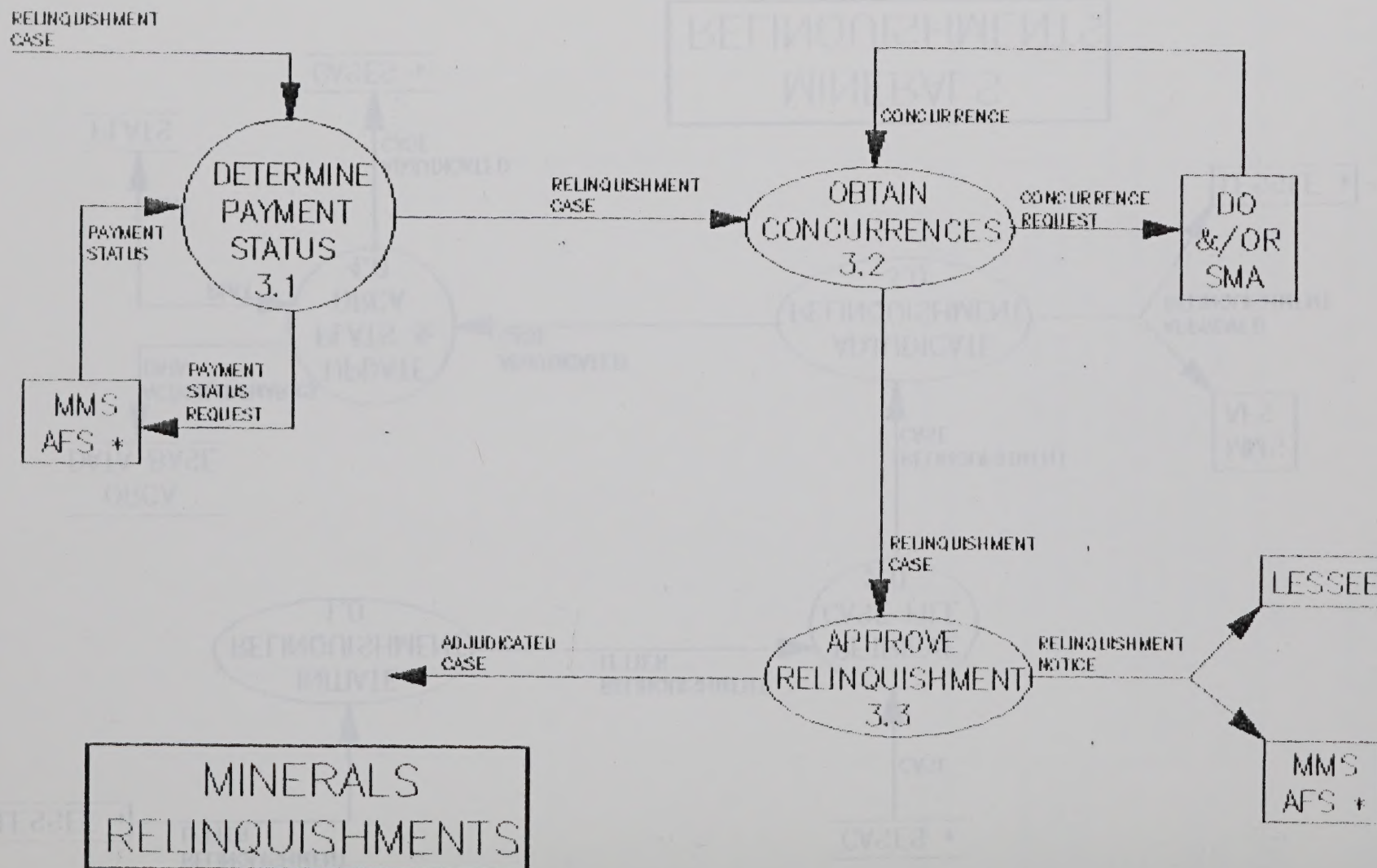


INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none"> <li>1. Documents are logged, keyed, and verified.</li> <li>2. Keyed documents are logged out and returned to Data Control for filing.</li> <li>3. Data keyed is available for update of the Financial Management System.</li> </ol>	<p>Keyed documents</p> <p>Keyed collection data</p>

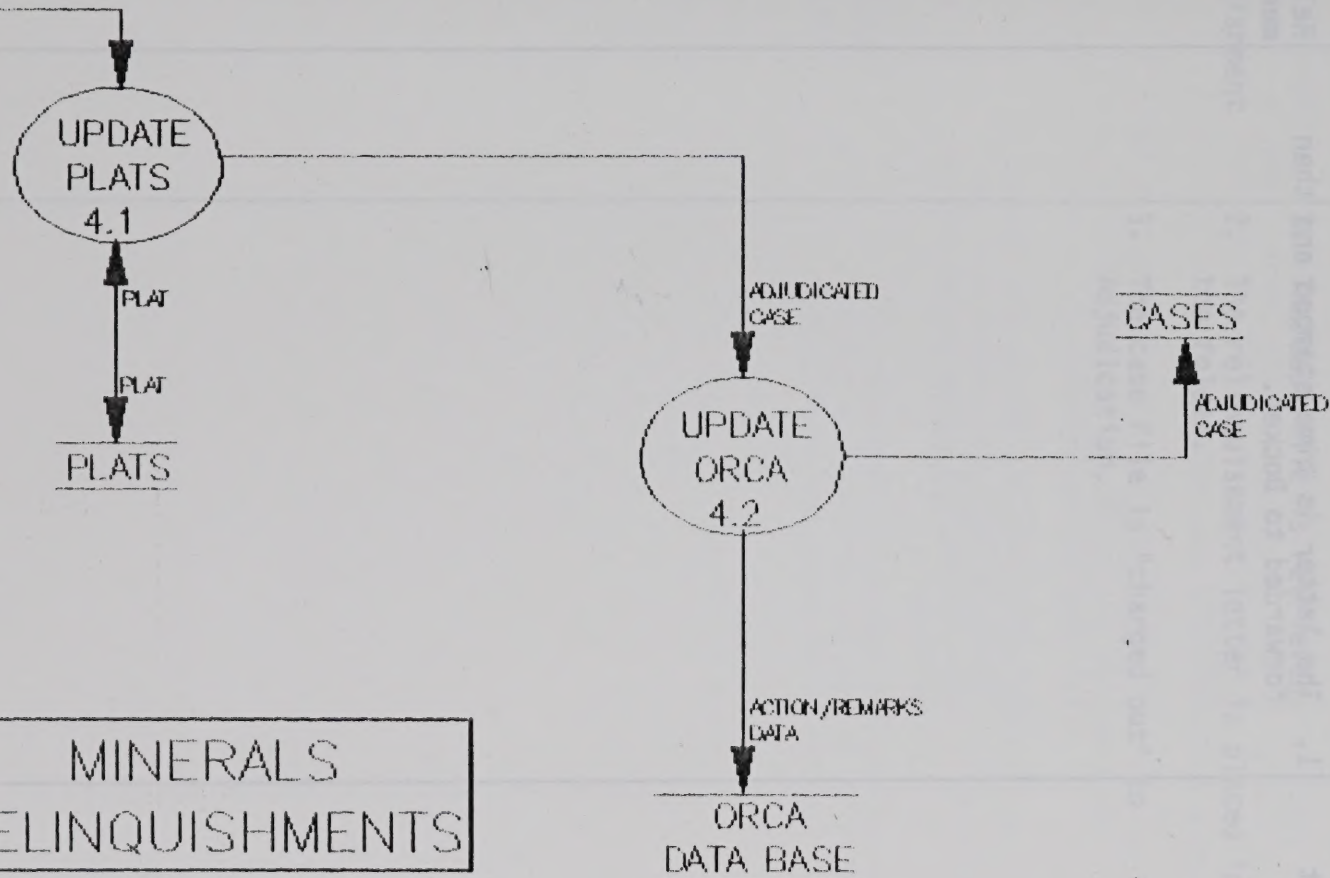








ADJUDICATED  
CASE



MINERALS  
RELINQUISHMENTS

State Office  
Bubble 1.0 - Initiate Relinquishment

Minerals - Relinquishment

INPUT	PROCESS	OUTPUT
Relinquishment letter	1. The letter is time stamped and then forwarded to Docket.	Relinquishment letter



INPUT	PROCESS	OUTPUT
Case Relinquishment letter	<ol style="list-style-type: none"> <li>1. The case file is retrieved.</li> <li>2. The relinquishment letter is placed in the folder.</li> <li>3. The case file is "charged out" to Adjudication.</li> </ol>	Relinquish- ment case

INPUT	PROCESS	OUTPUT
Relinquishment case	1. A request is sent to MMS asking for the financial status of the lease. MMS is given 30 days to respond to the BLM request.	Payment status request
Payment status	2. MMS provides BLM with information pertaining to the rental and royalty status of the account.  3. The adjudicator informs the lessee by letter if past due monies must be paid before the lease can be relinquished.	Relinquishment case

INPUT	PROCESS	OUTPUT
Relinquishment case	<ol style="list-style-type: none"> <li>1. The district office and/or surface management agencies (SMAs) determine if all terms, conditions, and stipulations in the lease have been complied with.</li> <li>2. The lease site is checked to see that all environmental and reclamation requirements have been met.</li> <li>3. The district office and SMAs either do or do not concur with the relinquishment request.</li> </ol>	Concurrence request
Concurrence	<ol style="list-style-type: none"> <li>4. The adjudicator reviews the concurrence papers and informs the lessee of any conditions that must be corrected.</li> </ol>	Relinquishment case



State Office  
Bubble 3.3 - Approve Relinquishment

Minerals - Relinquishment

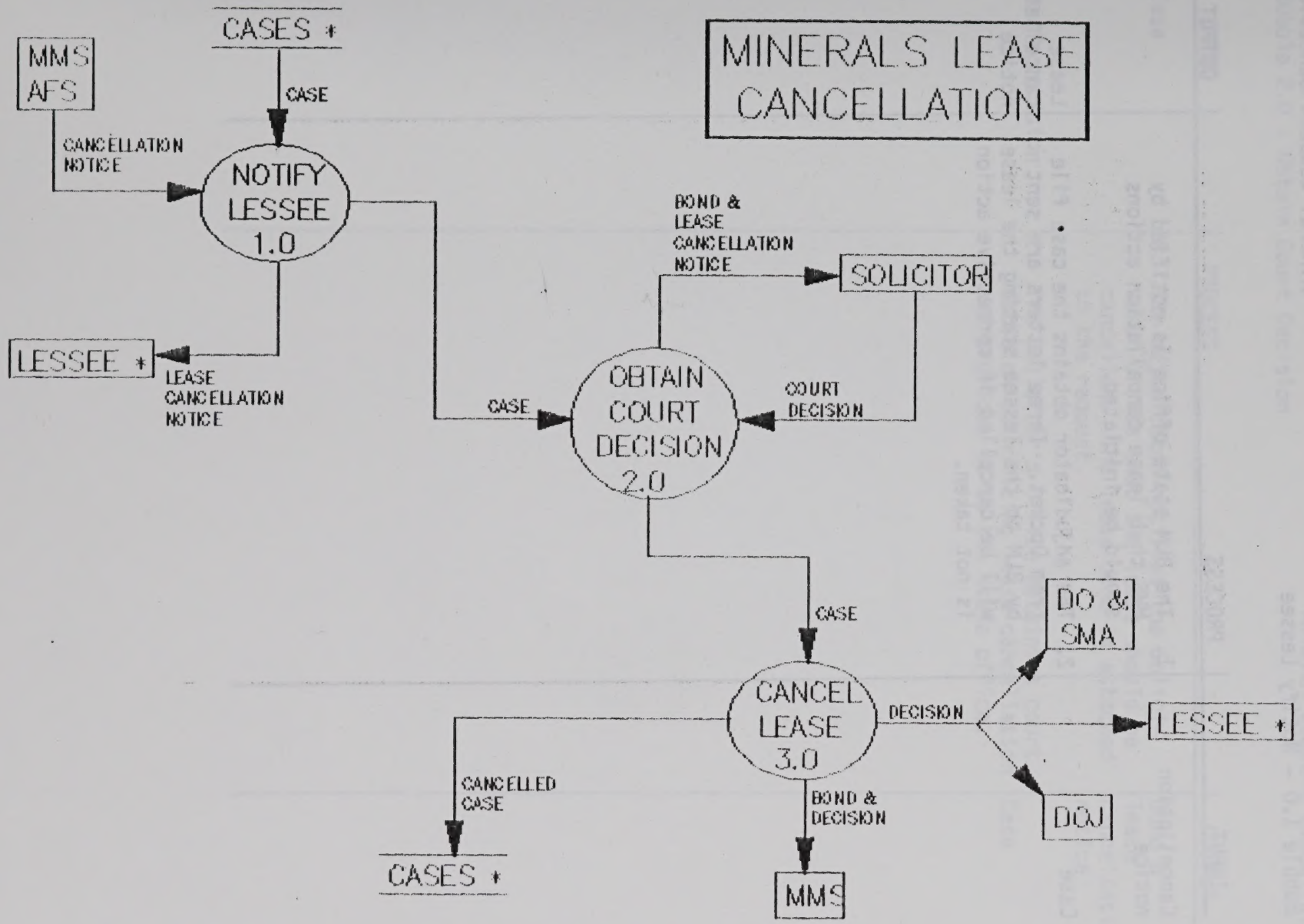
INPUT	PROCESS	OUTPUT
Relinquishment case	<ol style="list-style-type: none"> <li>1. The adjudicator informs both the lessee and MMS of the relinquishment.</li> <li>2. The adjudicated case is sent to Records via Docket.</li> </ol>	<p>Relinquish-ment notice</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
<p>Adjudicated case</p> <p>Plat</p>	<p>1. Records pulls the affected plat and makes changes based on information contained in the case file.</p>	<p>Plats</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li>1. The ORCA (Online Recordation Case Access) system is updated (action codes, dates, remarks) to indicate that a series of lease assignment actions have occurred.</li><li>2. The adjudicated case is sent to Docket and filed.</li></ol>	<p>Action/ remarks data</p> <p>Adjudicated case</p>



# MINERALS LEASE CANCELLATION



INPUT	PROCESS	OUTPUT
Cancellation notice	1. The BLM state office is notified by MMS that lease cancellation actions should be initiated.	
Case	2. The adjudicator obtains the case file from Docket. Three letters are sent by BLM to the lessee stating the lease will be cancelled if corrective action is not taken.	Lease cancellation notice

State Office  
Bubble 2.0 - Obtain Court Decision

Mineral Lease - Cancellation

INPUT	PROCESS	OUTPUT
Case	1. The adjudicator notifies the Solicitors' Office that the lease should be cancelled. The lease bond is attached to the request.	Bond & lease cancellation notice
Court decision	2. The Solicitor's Office obtains a court decision authorizing lease cancellation and provides it to the state office.	Case



INPUT	PROCESS	OUTPUT
Case	<ol style="list-style-type: none"><li>1. The adjudicator cancels the lease.</li><li>2. Copies of the cancellation decision are sent to the district office, surface management agencies, lessee, and Department of Justice.</li><li>3. The bond and a copy of the decision are sent to MMS.</li></ol>	<p>Decision</p> <p>Decision</p>





